

Memorandum

United States Department of Education
Institute of Education Sciences
National Center for Education Statistics

Date: November 23, 2018
To: Robert Sivinski, OMB
From: Linda Hamilton, NCES
Through: Kashka Kubzdela, NCES
Re: National Assessment of Educational Progress (NAEP) 2019 and 2020 Update 2 Change Request (OMB# 1850-0928 v.12)

The National Assessment of Educational Progress (NAEP), conducted by the National Center for Education Statistics (NCES), is a federally authorized survey of student achievement at grades 4, 8, and 12 in various subject areas, such as mathematics, reading, writing, science, U.S. history, civics, geography, economics, technology and engineering literacy (TEL), and the arts. The National Assessment of Educational Progress Authorization Act (Public Law 107-279 Title III, section 303) requires the assessment to collect data on specified student groups and characteristics, including information organized by race/ethnicity, gender, socio-economic status, disability, and limited English proficiency. It requires fair and accurate presentation of achievement data and permits the collection of background, noncognitive, or descriptive information that is related to academic achievement and aids in fair reporting of results. The intent of the law is to provide representative sample data on student achievement for the nation, the states, and subpopulations of students and to monitor progress over time. The nature of NAEP is that burden alternates from a relatively low burden in national-level administration years to a substantial burden increase in state-level administration years when the sample has to allow for estimates for individual states and some of the large urban districts. The request to conduct NAEP 2019 and 2020 was approved in September 2018 with a change request in October 2018 (OMB# 1850-0928 v.10-11) including operational assessments, pilot tests, and special studies, and all final procedures and materials for NAEP 2019, which comprise operational, national-level, Digitally Based Assessments (DBA) in mathematics, reading, and science at grades 4, 8, and 12; operational, state-level DBA in mathematics and reading at grades 4 and 8; pilot DBA for 2021 reading and mathematics at grades 4 and 8; a paper-based assessment (PBA) to DBA bridge studies in mathematics and reading at grade 12, and science at grades 4, 8, and 12; National Indian Education Study (NIES); Computer Access and Familiarity Study (CAFS); Socioeconomic Status (SES) Questionnaire Study; High School Transcript Study (HSTS); and Middle School Transcript Study (MSTS).

This request updates the confidentiality pledge and login screenshot for MyNAEP, found in Appendix J1. Additionally, it updates the login screenshot for the HSTS MyNAEP (Appendix J3) and the Family Educational Rights and Privacy Act (FERPA) and The Education Sciences Reform Act (ESRA) confidentiality pledges cited on the HSTS and MSTS MyNAEP website and within the HSTS Brochure, found in Appendix J3 and J4. Finally, this request clarifies that the MSTS MyNAEP pages are contained within the HSTS MyNAEP website, and provides the screenshots displaying the access to these specific pages.

This request does not change the approved estimated respondent burden or the cost to the federal government.

The table below summarizes the changes made to the last approved NAEP 2019 and 2020 clearance submission documents (OMB# 1850-0928 v.11).

Document	Changes
Appendix J1	Updated login text and screenshot on pages 4-5 to reflect 2019 timing and expiration date.
Appendix J3	Updated login screenshot on page on page 4. Updated confidentiality language specific to FERPA for screenshots on pages 6, 13 & 14. Updated

	confidentiality language specific to ESRA in the <i>NAEP 2019 In Your School Brochure</i> , page 19.
Appendix J4	<p>1) Revised the procedures for accessing the MSTTS information by means of the HSTS website given that the MSTTS site will not have a specific login page. Specifically, added text on page 3 (see below).</p> <p>2) Removed the MSTTS-specific login page as it is no longer a separate website.</p> <p>3) Added a screen shot on page 3, displaying the HSTS page where the TUDAs will access the MSTTS activities.</p> <p>4) Added a screen shots on page 5, displaying the HSTS pages where the TUDAs will access MSTTS: Submit Course Catalogs and the MSTTS: Complete the District Information Form.</p> <p>5) Added a screen shot on page 7, displaying the HSTS page where the TUDAs will access the MSTTS: Submit Transcripts.</p> <p>6) Added a screen shot on page 9, displaying the HSTS page where the TUDAs will access the MSTTS: Submit Student Information.</p>

Appendix J1

MyNAEP Login Screen (pp.4-5)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average ~~180~~ 270 minutes for schools that do not submit student sample information or ~~300~~ 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, ~~plus an additional 30 minutes for schools participating in the NAEP-NTPS Linking Study,~~ including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0928 APPROVAL EXPIRES ~~07/31/2020~~ 09/30/2021

Screenshot

Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Login

Email or Username:

Password:

[Forgot Username or Password](#) | [Having trouble logging in?](#)

LOGIN

First time visiting the 2019 MyNAEP site?
[Please register](#)

Chat

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 300 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELI, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0928 APPROVAL EXPIRES 9/30/2021

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(ii) and 99.35).

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of each student's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix J3

HSTS MyNAEP Login Screen (p.4)

Screenshot

Welcome to the High School Transcript Study

Username
Username

Password
Password

[Request a password change](#)

NAEP Secure Transfer System
You are about to access a secured resource. NAEP reserves the right to monitor and/or limit access to this resource at any time.

Sign On

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 3 hours for schools that submit paper based transcripts or 3.5 hours for schools that submit electronic transcripts including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

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All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

[Help](#)

[Français](#) · [Deutsch](#) · [Español](#) · [日本語](#) · [繁體中文](#) · [簡體中文](#)

Learn about Your Role on the High School Transcript Study screenshot (p.6)

Screenshot

The screenshot shows the NAEP website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). A blue banner across the top reads "Welcome to the High School Transcript Study". On the right side of the banner, it says "Signed onto NAEP as Sample High School (sample). MY ACCOUNT SIGN OUT HELP". Below the banner is a navigation menu with "HOME" selected. The main content area is titled "Learn about Your Role on the High School Transcript Study". It contains a welcome message, a paragraph about the study, and a list of resources. Below the list is a "Resources:" section with three items, each with a "Download" button and a file size. The total size is 462.5 KB.

Learn about Your Role on the High School Transcript Study

Thank you for participating in the 2019 NAEP High School Transcript Study (HSTS)! HSTS is a national study that examines coursetaking patterns of students and relates those patterns to educational achievement and NAEP assessment data.

To get started with your work on HSTS, you will find it helpful to review the resources listed below. The resources provide information regarding the study, your important role on the study, and how to use this website to complete study tasks. These resources include:

- **NAEP in Your School - HSTS:** This brochure provides an overview of the purpose and key features of the NAEP High School Transcript Study, along with a schedule of the activities you will be completing.
- **HSTS Website Tutorial:** This [short tutorial video](#) demonstrates the features of the HSTS website that you will be using to complete your activities.
- **Decision Guide for Submitting Student Transcripts:** This document outlines the two methods for submitting student transcripts (electronic and paper). It is recommended that you review this information before choosing a submission method.
- **HSTS FERPA Disclosure Record Annotation Text:** A statement regarding the study's compliance with the Family Education Rights and Privacy Act.
- For more information, you may also visit the High School Transcript Study website at: <http://nces.ed.gov/nationsreportcard/hsts>.

Resources:

- Decision Guide for Submitting Student Transcripts.pdf (70.4 KB) [Download](#)
- HSTS FERPA Disclosure Record Annotation Text.pdf (70.4 KB) [Download](#)
- NAEP in Your School HSTS.pdf (172.7 KB) [Download](#)

Total: 462.5 KB

Review Parent Information Letter screenshot (p.13)

The screenshot shows the NAEP website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). A blue banner across the top reads "Welcome to the High School Transcript Study". On the right side of the banner, it says "Signed onto NAEP as Sample High School (sample). MY ACCOUNT SIGN OUT HELP". Below the banner is a navigation menu with "HOME" selected. The main content area is titled "Review Parent Information Letter". It contains a paragraph about the normal procedure for the transcript study, a list of resources, and a "Resources:" section with two items, each with a "Download" button and a file size. The total size is 343.9 KB.

Review Parent Information Letter

Our normal procedure for the transcript study, as specified by the Family Educational Rights and Privacy Act (FERPA), is to provide FERPA notices for the school, but not to notify parents of their child's inclusion because no student time is involved and all transcript information is collected anonymously. If your school uses a different procedure, the following resources are available as references or to distribute to parents of sampled students as you see fit:


- **HSTS FERPA Disclosure Record Annotation Text** - a statement regarding this study's compliance with the Family Education Rights and Privacy Act.
- **HSTS Parent Information Letter** - a letter notifying parents of their child's participation in HSTS.

Resources:

- HSTS FERPA Disclosure Record Annotation Text.pdf (70.4 KB) [Download](#)
- HSTS Parent Information Letter.pdf (273.5 KB) [Download](#)

Total: 343.9 KB

Welcome to the High School Transcript Study! Please Register screenshot (p.14)



Welcome to the High School Transcript Study

Signed onto NAEP as Sample High School (sample) MY ACCOUNT SIGN OUT HELP

HOME

Review Parent Consent Letter

Our normal procedure for the transcript study, as specified by the Family Educational Rights and Privacy Act (FERPA), is to provide FERPA notices for the school, but not to notify parents of their child's inclusion because no student time is involved and all transcript information is collected anonymously. If your school uses a different procedure, the following resources are available as references or to distribute to parents of sampled students as you see fit:

- **HSTS FERPA Disclosure Record Annotation Text** - a statement regarding this study's compliance with the Family Education Rights and Privacy Act.
- **HSTS Parent Information Letter** - a letter notifying parents of their child's participation in HSTS.
- **HSTS Parent Consent Letter** - a letter notifying parents of their child's participation in HSTS, with an option for parents not to let their child participate.

Resources:

<input type="checkbox"/> HSTS FERPA Disclosure Record Annotation Text.pdf (70.4 KB)	Download
<input type="checkbox"/> HSTS Parent Consent Letter.pdf (280.3 KB)	Download
<input type="checkbox"/> HSTS Parent Information Letter.pdf (273.5 KB)	Download

Total: 624.2 KB

NAEP 2019 in Your School

High School Transcript Study



National Assessment of
Educational Progress

NAEP is an integral part of education in the United States.

- ▶ The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in a variety of academic subjects. NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education.
- ▶ In addition to the assessments, NAEP coordinates a number of related special studies. Such studies often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures.
- ▶ The NAEP High School Transcript Study (HSTS), sponsored by NCES, is a periodic survey of transcripts of high school graduates and the relationship between coursetaking patterns and student achievement.

The NAEP HSTS is designed to provide information about the types of courses that graduates take during high school, how many credits they earn, and their grade point averages. In addition, this study provides an opportunity to examine the relationship between coursetaking patterns and educational achievement through the link to NAEP proficiency data. The HSTS 2019 school sample includes public and private schools.

What Is the Schedule of Activities for HSTS 2019?

Preliminary Activities (September 2018–March 2019)

- Schools will be notified of their selection for HSTS and asked to identify an HSTS school coordinator.
- Course catalogs or course lists will be requested for the current school year (2018–2019) and for the preceding three years (2017–2018, 2016–2017, and 2015–2016).
- Schools will be asked to complete a School Information Form that asks about credits awarded for courses, grading policies, and graduation requirements, as well as transcript content information and transcript submission.
- A sample student transcript, with the student name redacted, will be requested at the school, district, or state level.
- Schools will be instructed to place the Family Educational Rights and Privacy Act (FERPA) disclosure notices with the files of students selected to take the NAEP 2019 mathematics and science assessments. These notices will include the FERPA provisions, which explain the disclosure safeguards that grant NCES the authority to obtain transcript information.

Transcript Collection (June–October 2019)

- NAEP will collect copies of transcripts for the sampled students. The state or district will provide transcripts directly to NAEP, or a study representative will contact the HSTS coordinator about collecting the transcripts. If the transcripts can be transmitted electronically, information will be given to the HSTS school coordinator about the information the transcripts must include and directions on how to transmit the transcripts. If the transcripts cannot be transmitted electronically, a NAEP representative will return to the school to collect copies of the requested student transcripts.



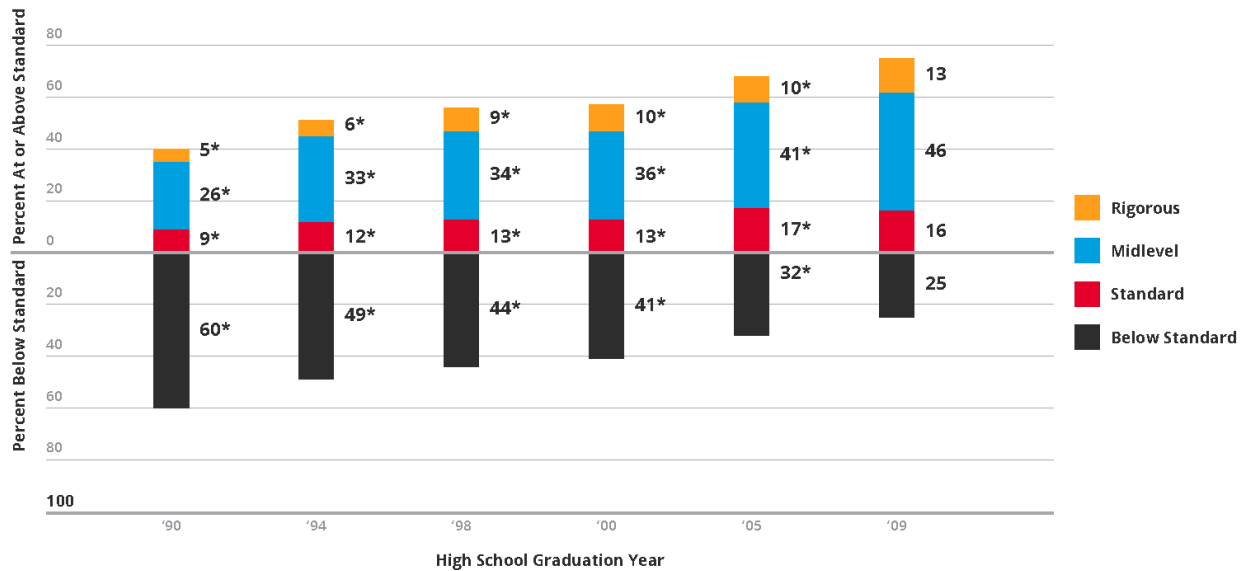
For more information about NAEP, visit nces.ed.gov/nationsreportcard

What Else Should You Know?

- **No student or teacher time is involved.** NAEP staff will work with school personnel to minimize burden as much as possible.
- **Privacy is a top priority.** Students' names and identifying information will be removed or masked before copies of transcripts are processed.
- **There is no cost to schools.** NCES will pay the school's usual charge for providing transcripts.
- **Parental notification is not required.** Participating schools may choose whether or not to notify parents about this study.

What Have We Learned From the HSTS?

The HSTS was first conducted in 1987 and then in 1990, 1994, 1998, 2000, 2005, and 2009. The graph below highlights the course curriculum levels graduates have completed since 1990, based on the three HSTS curriculum levels: standard, midlevel, and rigorous. Over time, students have taken more challenging courses.



*Significantly different ($p < .05$) from 2009.

NOTE: Details may not sum to total because of rounding. Curriculum levels are based on the number of credits earned (where one credit equals a year-long course) and types of courses students complete. The standard curriculum is defined as completing at least four credits of English and three credits each in mathematics, science, and social studies. The midlevel curriculum builds upon the standard curriculum by adding an algebra and geometry requirement, credits in two laboratory sciences (biology, chemistry, or physics), and a credit in foreign languages. The rigorous curriculum level builds upon the midlevel curriculum by adding a fourth credit in mathematics of precalculus or calculus, credits in all three laboratory sciences, and three credits in foreign languages.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, High School Transcript Study (HSTS), various years, 1990–2009

Where Can I Find More Information?

More information about the NAEP high school transcript studies can be found on the NAEP website at <http://nces.ed.gov/nationsreportcard/hsts>.

The granting of authority to the U.S. Department of Education for collection of the transcript data has been made pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), as implemented by 34 CFR 99.31 (l) (a)(3)(ii) and 99.35. A copy of the relevant FERPA regulations will be provided to you prior to the collection of any transcripts.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.



This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025 to the National Center for Education Statistics, U.S. Department of Education.

Appendix J4

MSTS intro and Activities screenshot (p.3)

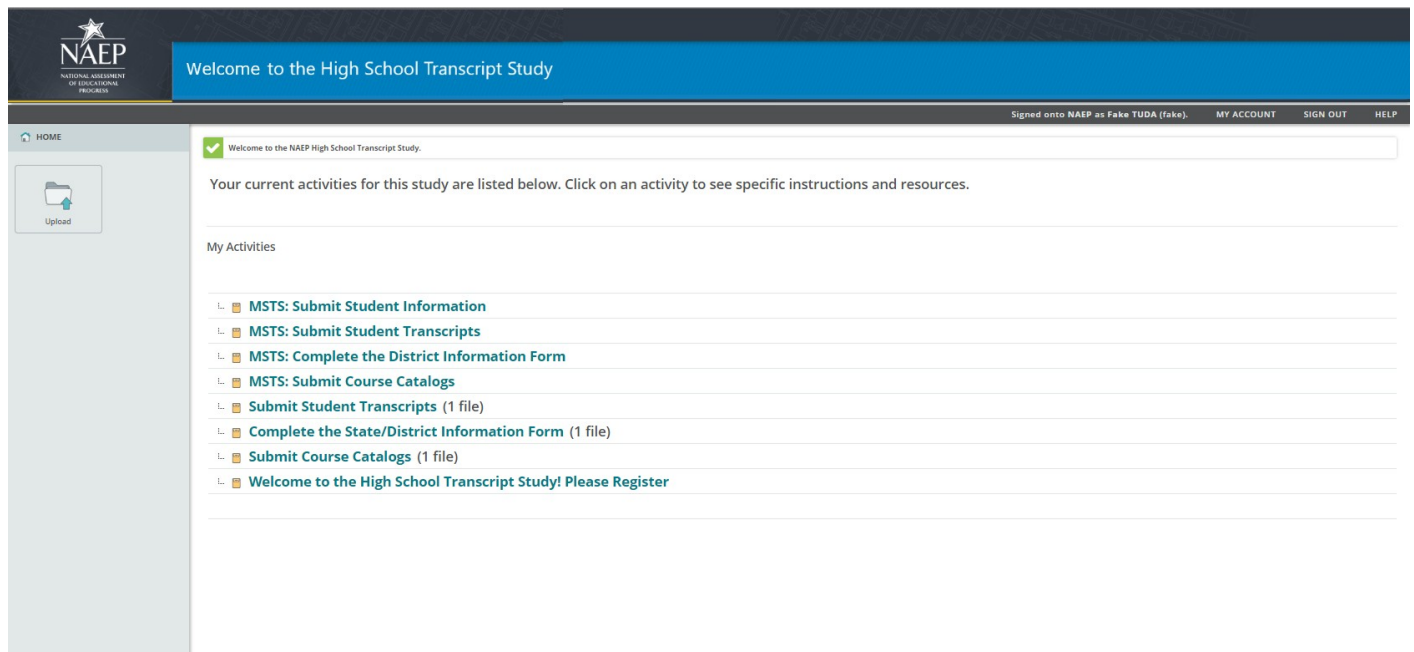
MSTS Integration with the HSTS Website

The NAEP TUDA Coordinators are responsible for providing information and materials for MSTS, including course catalogs and student transcripts. As the NAEP TUDA Coordinators are, in most cases, providing the equivalent materials for their schools involved in the High School Transcript Study, for their convenience and efficiency, NAEP TUDA Coordinators will access the activities for both transcript studies in a single, central location: the HSTS website.

While schools will use the HSTS website exclusively for HSTS activities, the NAEP TUDA Coordinators are a small subset of users who will see activities for both studies on the website. The NAEP Support and Service Center provides ongoing training and support to the NAEP TUDA Coordinators for using the website to complete HSTS and MSTS activities.

NAEP TUDA Coordinators may access the website directly via the site url, or they may use links to the website located in the NAEP School Control System of the MyNAEP website. The HSTS/MSTS section of the School Control System lists all of the activities for both HSTS and MSTS. Clicking on a link for a particular HSTS or MSTS activity will direct the user to the website.

The NAEP TUDA Coordinators will see the HSTS website exactly as it is described and shown in Appendix J3. The only difference that NAEP TUDA Coordinators will experience compared to other users is that they will have additional, MSTS-specific activities. Appendix J3 explains that the HSTS website Home Page is dynamic and individualized, showing each user the specific activities that the user is designated to complete. In other words, the list of activities on the Home Page differs according to the needs of each individual user. Therefore, for most TUDAs, this customization involves the inclusion of both HSTS and MSTS activities (as shown below). The MSTS activities are clearly labeled as such, in order to differentiate them from the HSTS activities.



The screenshot displays the NAEP High School Transcript Study website interface. At the top left is the NAEP logo. A blue banner reads "Welcome to the High School Transcript Study". Below the banner, a navigation bar includes "Signed onto NAEP as Fake TUDA (fake)", "MY ACCOUNT", "SIGN OUT", and "HELP". A sidebar on the left contains a "HOME" link and an "Upload" button. The main content area shows a green checkmark icon and the text "Welcome to the NAEP High School Transcript Study." Below this, it states "Your current activities for this study are listed below. Click on an activity to see specific instructions and resources." A section titled "My Activities" lists several items, each with a folder icon and a blue link:

- MSTS: Submit Student Information
- MSTS: Submit Student Transcripts
- MSTS: Complete the District Information Form
- MSTS: Submit Course Catalogs
- Submit Student Transcripts (1 file)
- Complete the State/District Information Form (1 file)
- Submit Course Catalogs (1 file)
- Welcome to the High School Transcript Study! Please Register

This appendix is supplementary to Appendix J3 and contains the content of the four MSTS activities that are available to TUDAs on the HSTS website.

MSTS: Submit Course Catalogs screenshot (p.5)

The screenshot shows the NAEP High School Transcript Study website. The header includes the NAEP logo and the text 'Welcome to the High School Transcript Study'. The user is signed on as 'NAEP as Fake TUDA (fake)'. The main content area is titled 'MSTS: Submit Course Catalogs' and contains the following text:

The NAEP Middle School Transcript Study will use your district's course catalogs in order to obtain information about the courses that will appear on student transcripts. As part of this activity you will be asked to complete a short survey and to provide course catalogs for the last three school years.

First Step: Provide Information about the Course Catalogs
To begin this activity, complete a [SURVEY](#) pertaining to your course catalogs. A PDF version of the survey is available in the resource section below for your reference.

Final Steps
Your final steps depend on the method you have chosen to submit your course catalogs.

- If you have entered a *web link* to your course catalogs in the survey above, you are done with this activity.
- If you have indicated you will **upload electronic catalogs**, review the applicable instructions below.

Instructions for Uploading Electronic Catalogs
If you are uploading more than one file, include the years of the catalog in the file names. Upload your course catalogs using the Upload button located on the left hand side of the Home screen.

1. Return to the **Home** screen.
2. Select the **Upload** button.
3. In the pop-up window that appears, either
 - drag and drop your file(s) into the large box in the center, or
 - select the **Browse...** link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select **Open**.
4. Select **Upload**.

MSTS: Complete the District Information Form screenshot (p.5)

The screenshot shows the NAEP High School Transcript Study website. The header includes the NAEP logo and the text 'Welcome to the High School Transcript Study'. The user is signed on as 'NAEP as Fake TUDA (fake)'. The main content area is titled 'MSTS: Complete the District Information Form' and contains the following text:

The NAEP Middle School Transcript Study is collecting supplemental information regarding course credits, graduation requirements, and other topics to aid in the analysis of student transcript data.

- Please complete the [SURVEY](#) to provide this information for your district.

A PDF version of the survey is available in the resource section below for your reference.

MSTS: Submit Student Transcripts screenshot (p.7)

The screenshot shows the NAEP High School Transcript Study interface. The header includes the NAEP logo and the text 'Welcome to the High School Transcript Study'. The user is signed onto 'NAEP as Fake TUDA (fake)'. The main content area is titled 'MSTS: Submit Student Transcripts' and contains the following text:

The final phase of the NAEP Middle School Transcript Study includes collecting transcript information for students taking the 2019 NAEP Grade 8 TUDA mathematics and reading assessments.

Step 1: Review Student List
A list of students is provided in the resources section below. Use this list to ensure you are submitting transcripts for the correct students. Additionally, the Student List may be used as a template for preparing the transcript data file(s), as it contains column headings for each type of data to be collected.

Step 2: Review Guidelines for Preparing Electronic Transcripts
The instructions for this activity, the [MSTS Guidelines for Electronic Transcripts](#), are included in the resources section. These instructions provide information about how to prepare files for upload.

Step 3: Upload Student Transcript Files
To complete this activity, upload your student transcript file(s) using the Upload button located on the left hand side of the Home screen.

1. Return to the **Home** screen.
2. Select the **Upload** button.
3. In the pop-up window that appears, either
 - o drag and drop your file(s) into the large box in the center, or
 - o select the **Browse...** link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select **Open**.
4. Select **Upload**.

MSTS: Submit Student Information screenshot (p.9)

The screenshot shows the NAEP High School Transcript Study interface. The header includes the NAEP logo and the text 'Welcome to the High School Transcript Study'. The user is signed onto 'NAEP as Fake TUDA (fake)'. The main content area is titled 'MSTS: Submit Student Information' and contains the following text:

The final phase of the NAEP Middle School Transcript Study includes collecting student assessment results and other information to supplement the analysis of student transcript data.

Step 1: Review Student List
A list of students is provided in the resources section below. Use this list to ensure you are submitting assessment results for the correct students. Additionally, the Student List may be used as a template for preparing the assessment data file(s), as it contains column headings for each type of data to be collected.

Step 2: Review Guidelines for Preparing Assessment Results
The instructions for this activity, the [MSTS Guidelines for Assessment Results](#), are included in the resources section. These instructions provide information about how to prepare files for upload.

Step 3: Upload Student Assessment Results
To complete this activity, upload your assessment results file(s) using the Upload button located on the left hand side of the Home screen.

1. Return to the **Home** screen.
2. Select the **Upload** button.
3. In the pop-up window that appears, either
 - o drag and drop your file(s) into the large box in the center, or
 - o select the **Browse...** link, locate the file(s) you will upload (use the Ctrl key on your keyboard to select multiple files), and select **Open**.
4. Select **Upload**.