NATIONAL CENTER FOR EDUCATION STATISTICS

Attachment 4 -Screener and Portal Instrument Screen Shots from the Specification

2020-2021 National Teacher and Principal Survey (NTPS)
Screener and Respondent Portal Usability Testing

OMB# 1850-0803 v.251

June 2019

2020-21 NTPS Screener and Portal Usability Testing **Attachment 4**

Screener Screen Shots for Usability Testing -

(example screens from specification)



National Teacher and Principal Survey NTPS Screener 2020-21 School Year



Welcome to the 2020-21 National Teacher and Principal Survey (NTPS) Screener User ID: Login E-mail us: ntps@census.gov Call us: 1-888-595-1338 The National Center for Education Statistics (NCES), within the U.S. Department of Education, conducts NTPS as authorized by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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). 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 1850-0598. The time required to complete this information collection is estimated to average 5 minutes per response, 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 comments or concerns about the contents or the status of your individual submission of this questionnaire, please e-mail: ntps@census.gov, or write directly to: National Teacher and Principal Survey (NTPS), National Center for Education Statistics, Potomac Center Plaza, 550 12th Street SW, Washington, DC 20202.

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OMB No.: 1850-0598

OMB Expiration Date: 06/30/2023

Accessibility | Security

Recovery

Please prov	vide the answer to the following security	question to reset your PIN for th	ne NTPS Screener.	
What is the	e name of your first pet?			
Answer:	I			
Please call	1-888-595-1338 if you do not know your sec	urity question response.		
Submit				

Accessibility | Security

Recovery (with new PIN)

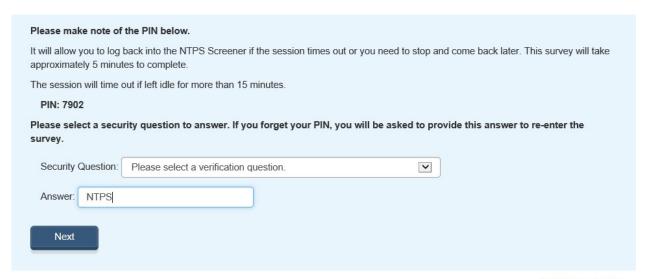
Your new PIN is: 1553

Please log in using your new PIN to access your account.

Return to Login

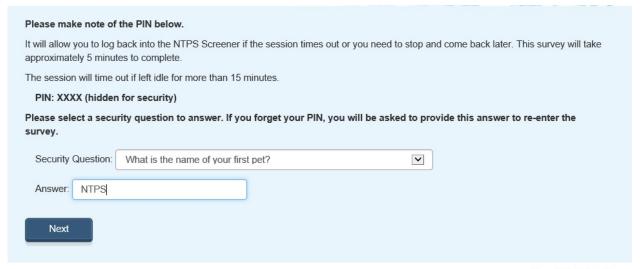
Accessibility | Security

Assign_pin



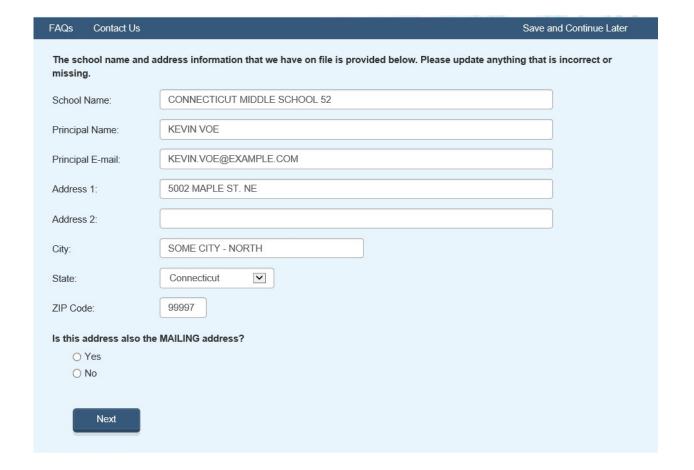
Accessibility | Security

Assign_pin (after timing out on this page)

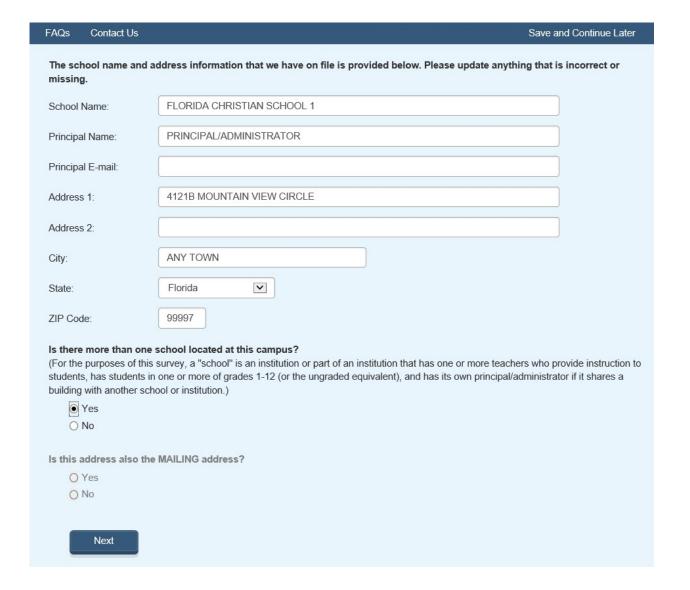


Accessibility | Security

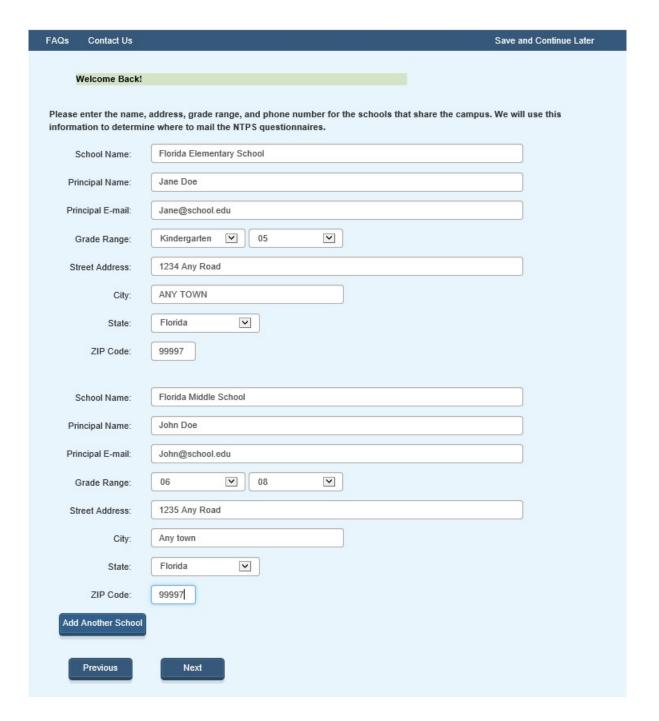
S_address



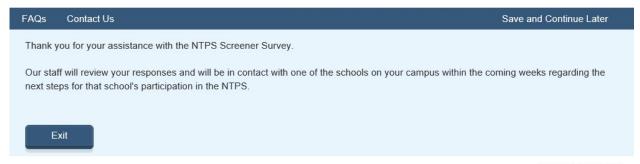
S_address (if sep_campus_flag = 1)



S_sepschinfo

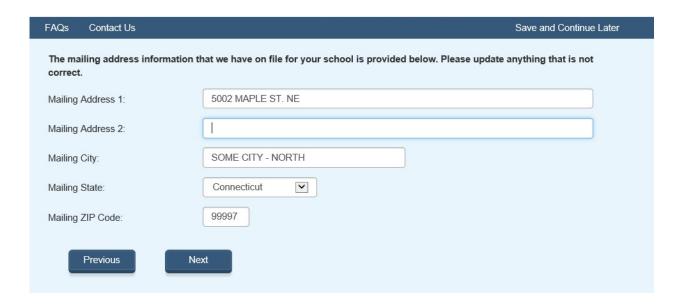


Septhankyou

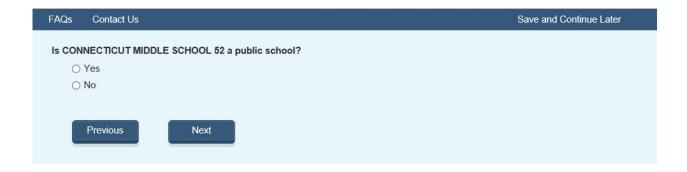


Accessibility | Security

S_mailing



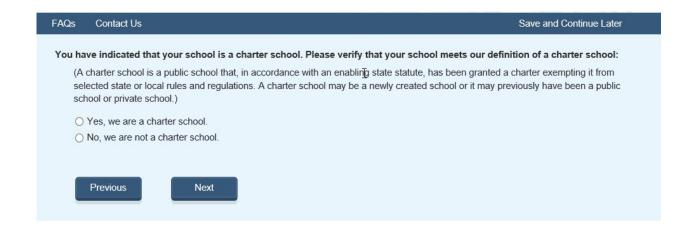
S_typeyn



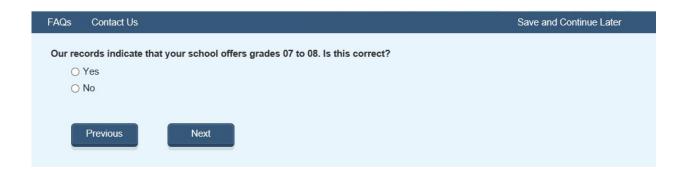
S_type



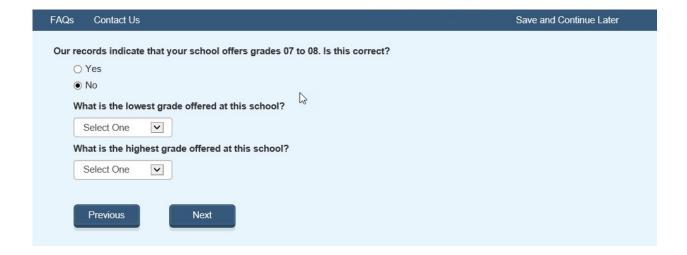
S_charter



S_grades (without answer)



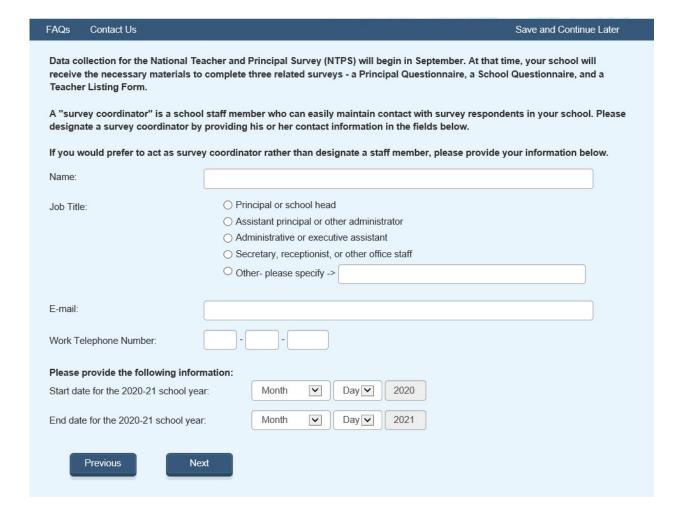
S_grades (with a "no" answer)

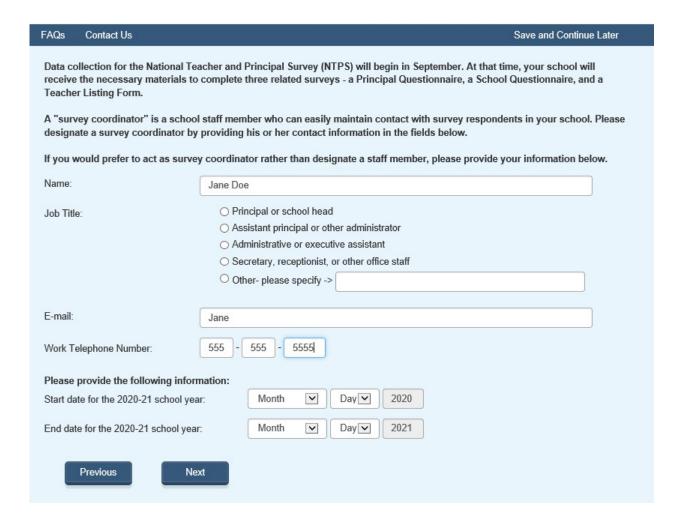


S_ungraded

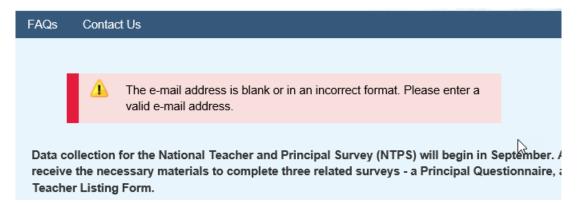


S_contact





Error message



FAQs Contact Us

Thank you for completing the NTPS Screener Survey!



Data collection for the National Teacher and Principal Survey (NTPS) will begin in September. At that time, your school will receive the necessary materials to complete three related surveys:

+ Principal Questionnaire

The Principal Questionnaire collects information about the principal's experience and training, goals and decision making, school climate, working conditions, and perceptions. The intended recipient of this questionnaire is the school principal.

+ School Questionnaire

The School Questionnaire collects information about your school. Topics include general information about the school and student population as well as information about staffing, school programs, and services offered. The intended recipient of this questionnaire is a staff member who is knowledgeable about these topics, for example, the principal, vice-principal, school administrator, or secretary.

+ Teacher Listing Form (TLF)

The TLF obtains information about the of teachers working in this school, along with their e-mail address and the subject matter they teach. A small number of teachers in your school will be selected from the TLF and sent instructions for completing a Teacher Questionnaires later this school year.

Exit

Contactus

We're here to help!

Close

Email us: ntps@census.gov Call us: 1-888-595-1338

Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time).

FREQUENTLY ASKED QUESTIONS

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This is a list of frequently asked questions and their responses that you can refer to if you would like additional information about the National Teacher and Principal Survey (NTPS) Screener.

What is the purpose of the NTPS Screener?

How long does it take to complete the NTPS Screener?

What are the next steps for the NTPS?

What are the duties of the "survey coordinator"?

What is the NTPS?

How are the NTPS data used?

Why is my school's participation important?

Who authorizes this survey?

Who can answer general questions regarding this survey?

What is the purpose of the NTPS Screener?

The purpose of the NTPS Screener is to gather basic information about your school to determine its eligibility for the survey and to establish a "survey coordinator" at your school. A "survey coordinator" is a school staff member who can easily maintain contact with survey respondents in your school and help to make the survey a success.

Go back to FAQ list

How long does it take to complete the NTPS Screener?

The NTPS Screener will take approximately 5 minutes to complete.

Go back to FAQ list

What are the next steps for the NTPS?

Data collection for the National Teacher and Principal Survey (NTPS) will begin in September. At that time, your school will receive the necessary materials to complete three related surveys:

- + Principal Questionnaire
- + School Questionnaire
- + Teacher Listing Form (TLF)

Go back to FAQ list

FAQs (2)

What are the duties of the "survey coordinator"?

The duties of the survey coordinator include completing or distributing materials to the appropriate individuals for their completion of a Teacher Listing Form and School Questionnaire, distributing materials to the school principal for the completion of the Principal Questionnaire, distributing materials to sampled teachers for their completion of the Teacher Questionnaire, and following up with the applicable school staff as needed.

Go back to FAQ list

What is the NTPS?

The NTPS is a system of related questionnaires that provides policymakers and researchers with relevant and timely data on the characteristics and conditions of America's public, charter, and private K-12 schools and the professionals who work in them. The data collected permit detailed analyses of the characteristics of schools, principals, teachers, and students. The data also link the NTPS components, which enable researchers to examine the relationships among these elements of the education system. For example, researchers can study teacher attrition using information not only provided by teachers, but also from their principals.

The NTPS has been designed with input from state and local education agencies, school administrators, teachers, education policymakers, and researchers through the numerous organizations representing these various data providers and data users. For more information about the NTPS, please visit our website at http://nces.ed.gov/surveys/ntps.

Go back to FAQ list

How are the NTPS data used?

The data from the NTPS are used by Congress, the U.S. Department of Education, state education agencies, public school districts, and education research organizations to:

- 1. Evaluate the effects of school workplace conditions, salaries, and training opportunities on the educational workforce;
- 2. Assess school staffing practices and personnel policies; and
- 3. Aid in the Department of Education's program planning in the areas of teacher shortage, teaching policies, and teacher education.

Go back to FAQ list

Why is my school's participation important?

This survey is a primary source of information about what is happening in K-12 schools across the United States. Only a small percentage of schools are selected to participate; therefore your school is important for the success of this survey.

Go back to FAQ list

Who authorizes this survey?

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this survey by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). The U.S. Census Bureau will administer this survey on behalf of the NCES. The Office of Management and Budget (OMB) approved this survey. The OMB control number is 1850-0598 and the approval expiration date is 6/30/2023.

Go back to FAQ list

FAQs (3)

Go back to FAQ list

Who can answer general questions regarding this survey?

Please contact the U.S. Census Bureau at 1-888-595-1338 if you have any questions about the survey. Someone will be available to take your call Monday through Friday, between 8:00 a.m. and 8:00 p.m. (Eastern Time). At any other time, please leave a message and someone will return your call as soon as possible.

The U.S. Census Bureau is also available to answer your questions via e-mail at ntps@census.gov.

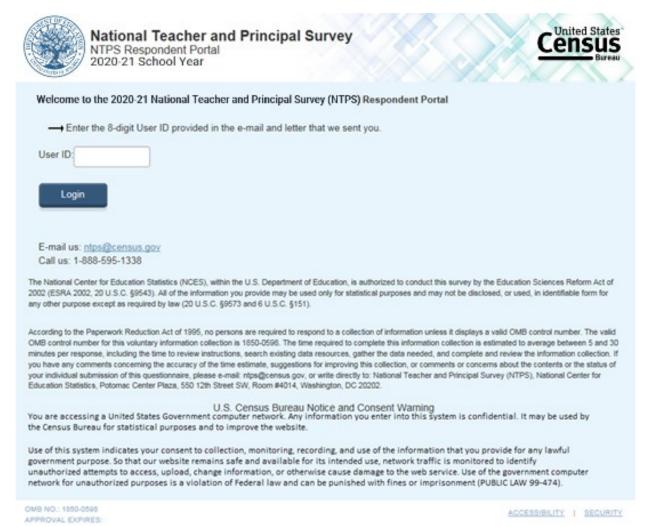
Go back to FAQ list



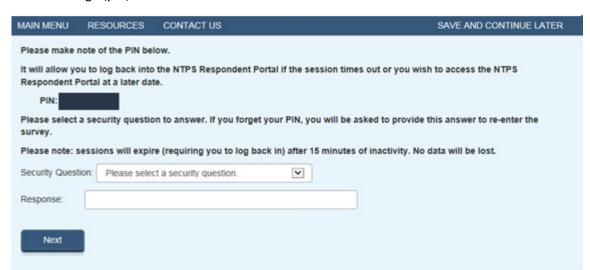
Portal Screen Shots for Usability Testing

(example screens from specification)

Item: Log In (login)



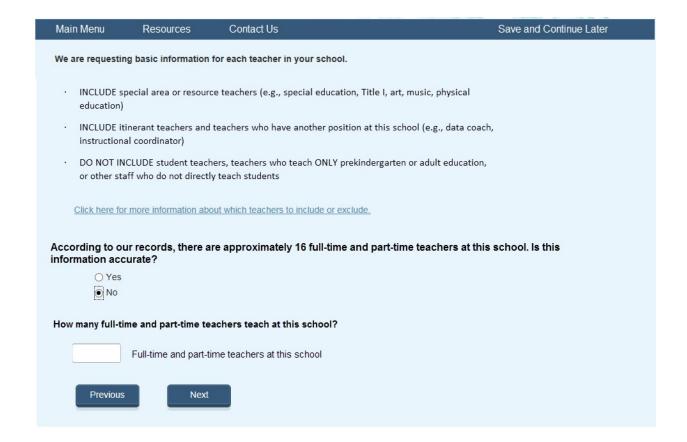
Item: PIN Page (pin)



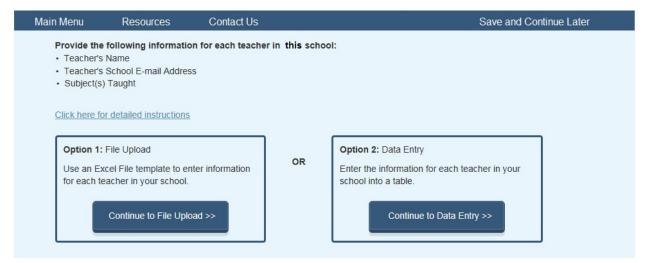
				SAVE AND CO	NTINUE LATER
record once re To reset a res	esults have popula	ated.	Reset PIN" for the school red	h for the school. Click "Select Case' cord. Resetting the respondent's PIP	
Jser ID		Schoo	I Name:		
city:		State:		4	
Search	Reset				
Courtin	110001	_	O Display Mars Cases O (
			Oisplay More Cases	<u>H</u>)	į.
		User ID	School Name	City	State
Select Case	Reset PIN	00000101	ALABAMA HIGH SCHOOL 1	WEST ANY TOWN	AL
Select Case	Reset PIN	00000117	IOWA BIE COMMUNITY SCHOOL	ANYWHERE	IA
Select Case	Reset PIN	00000118	MONTANA BIE HIGH SCHOOL	ANY TOWN	MT
Select Case	Reset PIN	00000125	ARIZONA BIE ELEMENTARY SCHOOL 5	WEST SOME TOWN	AZ
Select Case	Reset PIN	00000201	ALABAMA HIGH SCHOOL 1	WEST ANY TOWN	AL

MAIN MENU SCHOOL CONTACT INFOR	MATION RESOURCE	S CONTA	CT US SA	VE AND CONTINUE LATER					
Welcome to the National Teacher and Principal Survey (NTPS) Respondent Portal. You can use the NTPS Respondent Portal to: Complete your Teacher Listing Form electronically Update your school's contact information Access important NTPS resources Check the status of your school's questionnaires Request paper questionnaires									
Teacher Listing Form (TLF) Review publicly available teacher information or provide your school's teacher information using an Excel template. Go to TLF >>									
	Status	Date	Request Pape	r Questionnaire					
Teacher Listing Form	Not received								
Principal Questionnaire	Not received								
School Questionnaire	Not received								

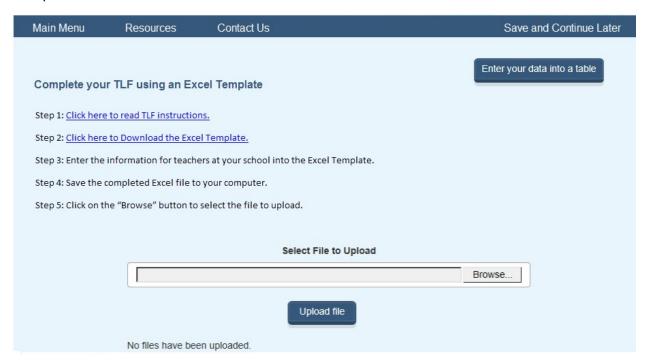
TLF compare



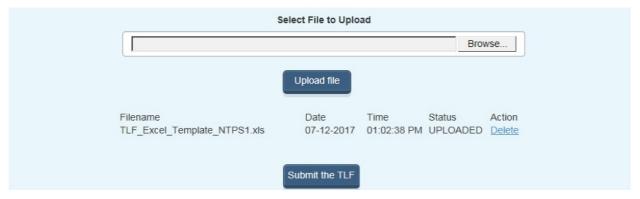
TLF start



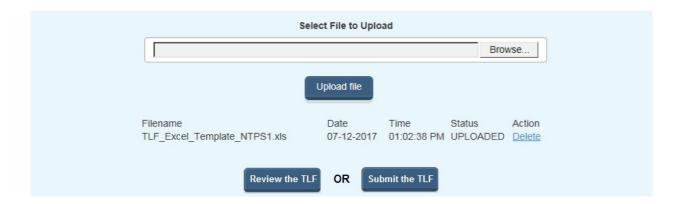
TLF upload



After a file has been uploaded, if parsing is unsuccessful:



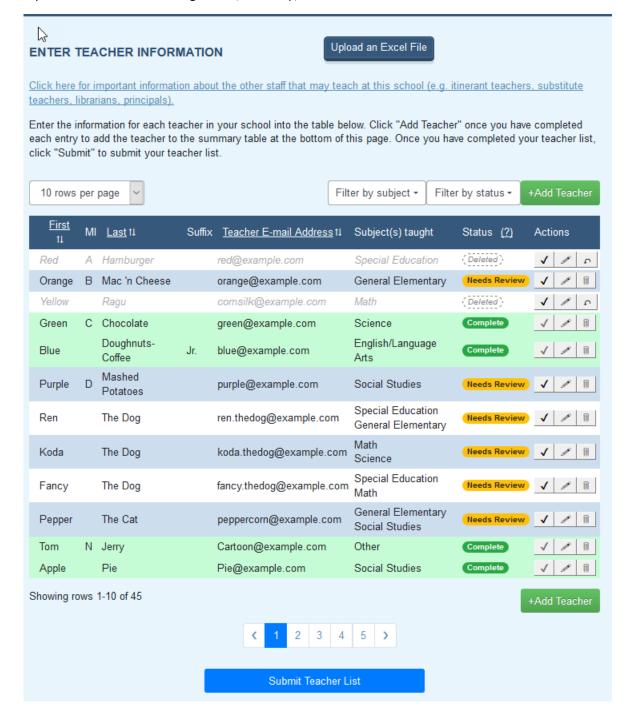
After a file has been uploaded, if parsing is successful:



Pre-populated TLF Verification Intro (verification_intro)

Good news! We were able to obtain a list of teachers for your school from a publicly-available source. This saves you time! Instead of entering each teacher's information, we are only asking that you review our list and make any necessary revisions. Continue to Review Teacher List >>

Input/Review Teacher Listing Form (summary)



Modal: TLF General Information (instructions)

Teacher Listing Form (TLF) Instructions

Required Information to complete your TLF:

- 1. Teacher's Name: List all of the full-time and part-time teachers who teach AT THIS SCHOOL.
- 2. Teacher's E-mail Address: Enter the teacher's preferred e-mail address.
- 3. Teaching Status at This School: Enter the teaching status of each teacher at this school.
 - Full-time
 - · Part-time

Include as part-time:

- · Itinerant teachers who teach part-time in this school, regardless of other positions held in this or other districts.
- Teachers who perform other functions in this school in addition to part-time teaching. For example, a teaching guidance counselor should be counted as a part-time teacher.
- 4. Subject Matter Taught: Enter the subject in which the teacher teaches the most classes. The subject categories are:
 - Special Education
 - General Elementary
 - Math
 - Science
 - English/Language Arts
 - Social Studies
 - · Vocational/Technical
 - Other

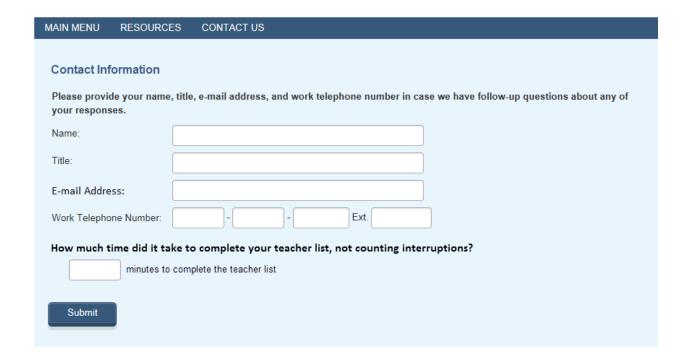
Staff to include in your TLF:

- · Regular Classroom Teachers
- · Special Education Teachers
- · General Education Teachers
- · Career, Technical, or Vocational Education Teachers
- · Teaching principals, teaching guidance counselors, teaching librarians, teaching school nurses
- · Teachers of Ungraded Students
- · Itinerant, Co-op, Traveling, and Satellite Teachers
- · Current Long-Term Substitute Teachers
- · Other teachers who teach students in any of grades K-12

Staff to exclude in your TLF

- · Prekindergarten teachers who teach ONLY prekindergarten students
- · Adult Education and Postsecondary Teachers
- · Short-term Substitute Teachers
- · Student Teachers
- · Day Care Aides
- · Teacher Aides
- · Librarians who teach ONLY library skills or how to use the library

TLF Contact Page (followup)



Thank you (thank_you)

