

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

→ Enter the 8-digit User ID provided in the e-mail and letter that we sent you.

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.

U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

OMB No.: 1850-0598

OMB Expiration Date: 06/30/2023

[Accessibility](#) | [Security](#)

Recovery

Please provide the answer to the following security question to reset your PIN for the NTPS Screener.

What is the name of your first pet?

Answer:

Please call 1-888-595-1338 if you do not know your security 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

Please make note of the PIN below.

It will allow you to log back into the NTPS Screener if the session times out or you need to stop and come back later. This survey will take approximately 5 minutes to complete.

The session will time out if left idle for more than 15 minutes.

PIN: 7902

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

Security Question:

Answer:

[Accessibility](#) | [Security](#)

Assign_pin (after timing out on this page)

Please make note of the PIN below.

It will allow you to log back into the NTPS Screener if the session times out or you need to stop and come back later. This survey will take approximately 5 minutes to complete.

The session will time out if left idle for more than 15 minutes.

PIN: XXXX (hidden for security)

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

Security Question:

Answer:

[Accessibility](#) | [Security](#)

FAQs Contact Us Save and Continue Later

The school name and address information that we have on file is provided below. Please update anything that is incorrect or missing.

School Name:

Principal Name:

Principal E-mail:

Address 1:

Address 2:

City:

State: ▼

ZIP Code:

Is this address also the MAILING address?

Yes

No

S_address (if sep_campus_flag = 1)

FAQs Contact Us Save and Continue Later

The school name and address information that we have on file is provided below. Please update anything that is incorrect or missing.

School Name:

Principal Name:

Principal E-mail:

Address 1:

Address 2:

City:

State:

ZIP Code:

Is there more than one school located at this campus?
(For the purposes of this survey, a "school" is an institution or part of an institution that has one or more teachers who provide instruction to students, has students in one or more of grades 1-12 (or the ungraded equivalent), and has its own principal/administrator if it shares a building with another school or institution.)

Yes
 No

Is this address also the MAILING address?

Yes
 No

Welcome Back!

Please enter the name, address, grade range, and phone number for the schools that share the campus. We will use this information to determine where to mail the NTPS questionnaires.

School Name:

Principal Name:

Principal E-mail:

Grade Range:

Street Address:

City:

State:

ZIP Code:

School Name:

Principal Name:

Principal E-mail:

Grade Range:

Street Address:

City:

State:

ZIP Code:

Add Another School

Previous

Next

Septhankyou

FAQs Contact Us Save and Continue Later

Thank you for your assistance with the NTPS Screener Survey.

Our staff will review your responses and will be in contact with one of the schools on your campus within the coming weeks regarding the next steps for that school's participation in the NTPS.

Exit

[Accessibility](#) | [Security](#)

S_mailing

FAQs Contact Us Save and Continue Later

The mailing address information that we have on file for your school is provided below. Please update anything that is not correct.

Mailing Address 1:

Mailing Address 2:

Mailing City:

Mailing State:

Mailing ZIP Code:

S_typeyn

FAQs Contact Us Save and Continue Later

Is CONNECTICUT MIDDLE SCHOOL 52 a public school?

Yes

No

Previous Next

S_type

FAQs Contact Us Save and Continue Later

What type of school is CONNECTICUT MIDDLE SCHOOL 52?

Public School

Private School

Charter School

Home School

Bureau of Indian Education School

◀ Previous Next ▶

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[Accessibility](#) | [Security](#)

S_charter

FAQs Contact Us Save and Continue Later

You have indicated that your school is a charter school. Please verify that your school meets our definition of a charter school:

(A charter school is a public school that, in accordance with an enabling state statute, has been granted a charter exempting it from selected state or local rules and regulations. A charter school may be a newly created school or it may previously have been a public school or private school.)

Yes, we are a charter school.

No, we are not a charter school.

Previous Next

S_grades (without answer)

FAQs Contact Us Save and Continue Later

Our records indicate that your school offers grades 07 to 08. Is this correct?

Yes

No

Previous Next

S_grades (with a "no" answer)

FAQs Contact Us Save and Continue Later

Our records indicate that your school offers grades 07 to 08. Is this correct?

Yes

No

What is the lowest grade offered at this school?

Select One

What is the highest grade offered at this school?

Select One

Previous Next

S_ungraded

FAQs Contact Us Save and Continue Later

Does this school provide instruction for any children between the ages of 6 and 18?

Yes

No, daycare only

No, school is only Pre-K

No, school is only Kindergarten

No, school is Pre-K and Kindergarten

No, school is post secondary or adult education

< Previous Next >

OMB No.: 1850-0598
OMB Expiration Date: 06/30/2023

[Accessibility](#) | [Security](#)

FAQs Contact Us Save and Continue Later

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 - a Principal Questionnaire, a School Questionnaire, and a Teacher Listing Form.

A "survey coordinator" is a school staff member who can easily maintain contact with survey respondents in your school. Please designate a survey coordinator by providing his or her contact information in the fields below.

If you would prefer to act as survey coordinator rather than designate a staff member, please provide your information below.

Name:

Job Title: Principal or school head
 Assistant principal or other administrator
 Administrative or executive assistant
 Secretary, receptionist, or other office staff
 Other- please specify ->

E-mail:

Work Telephone Number: - -

Please provide the following information:

Start date for the 2020-21 school year:

End date for the 2020-21 school year:

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A "survey coordinator" is a school staff member who can easily maintain contact with survey respondents in your school. Please designate a survey coordinator by providing his or her contact information in the fields below.

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Name:

Job Title:
 Principal or school head
 Assistant principal or other administrator
 Administrative or executive assistant
 Secretary, receptionist, or other office staff
 Other- please specify ->

E-mail:

Work Telephone Number: - -

Please provide the following information:


Start date for the 2020-21 school year:

End date for the 2020-21 school year:

Previous

Next

Error message

 The e-mail address is blank or in an incorrect format. Please enter a valid e-mail address.

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 - a Principal Questionnaire, a School Questionnaire, and a Teacher Listing Form.

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

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.

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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](#)

Close

Close

Portal Screen Shots for Usability Testing

(example screens from specification)

Item: Log In (login)

The screenshot shows the login page for the 2020-21 National Teacher and Principal Survey (NTPS) Respondent Portal. At the top left is the Department of Education seal, and at the top right is the United States Census Bureau logo. The main heading is "National Teacher and Principal Survey NTPS Respondent Portal 2020-21 School Year". Below this is a welcome message: "Welcome to the 2020-21 National Teacher and Principal Survey (NTPS) Respondent Portal". A prompt asks the user to "Enter the 8-digit User ID provided in the e-mail and letter that we sent you." There is a text input field for "User ID:" and a "Login" button. Below the login field, contact information is provided: "E-mail us: ntps@census.gov" and "Call us: 1-888-595-1338". A paragraph of legal text follows, stating that the National Center for Education Statistics (NCES) is authorized to conduct the survey and that information is for statistical purposes only. Another paragraph discusses the Paperwork Reduction Act of 1995 and provides an OMB control number (1850-0598). A "U.S. Census Bureau Notice and Consent Warning" is displayed, stating that the system is a government computer network and that information is confidential. A final paragraph explains that using the system indicates consent to collection, monitoring, recording, and use of information for lawful government purposes. At the bottom left, it says "OMB NO.: 1850-0598 APPROVAL EXPIRES:" and at the bottom right, there are links for "ACCESSIBILITY" and "SECURITY".

Item: PIN Page (pin)

The screenshot shows the PIN page in the NTPS Respondent Portal. At the top, there is a navigation bar with "MAIN MENU", "RESOURCES", "CONTACT US", and "SAVE AND CONTINUE LATER". The main content area starts with the instruction: "Please make note of the PIN below." It then states: "It will allow you to log back into the NTPS Respondent Portal if the session times out or you wish to access the NTPS Respondent Portal at a later date." Below this, the label "PIN:" is followed by a blacked-out box. The next instruction is: "Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey." Below this is a "Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost." There is a "Security Question:" label followed by a dropdown menu with the text "Please select a security question." and a downward arrow. Below the dropdown is a "Response:" label followed by a text input field. At the bottom left, there is a "Next" button.

Item: NTPS Administrator Screen (main_menu_search)

SAVE AND CONTINUE LATER

Please enter information into at least one of the search criteria below to search for the school. Click "Select Case" for the school record once results have populated.

To reset a respondent's PIN on their behalf, click "Reset PIN" for the school record. Resetting the respondent's PIN will BLANK any data entered into the Respondent Portal today.

User ID: School Name:

City: State:

« « Display More Cases » »

		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

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 Paper Questionnaire
Teacher Listing Form	Not received		<input type="checkbox"/>
Principal Questionnaire	Not received		<input type="checkbox"/>
School Questionnaire	Not received		<input type="checkbox"/>

TLF compare

Main Menu Resources Contact Us Save and Continue Later

We are requesting basic information for each teacher in your school.

- INCLUDE special area or resource teachers (e.g., special education, Title I, art, music, physical education)
- INCLUDE itinerant teachers and teachers who have another position at this school (e.g., data coach, instructional coordinator)
- DO NOT INCLUDE student teachers, teachers who teach ONLY prekindergarten or adult education, or other staff who do not directly teach students

[Click here for more information about which teachers to include or exclude.](#)

According to our records, there are approximately 16 full-time and part-time teachers at this school. Is this information accurate?

Yes

No

How many full-time and part-time teachers teach at this school?

Full-time and part-time teachers at this school

TLF start

Main Menu Resources Contact Us Save and Continue Later

Provide the following information for each teacher in this school:

- Teacher's Name
- Teacher's School E-mail Address
- Subject(s) Taught

[Click here for detailed instructions](#)

Option 1: File Upload
Use an Excel File template to enter information for each teacher in your school.

OR

Option 2: Data Entry
Enter the information for each teacher in your school into a table.

TLF upload

Main Menu Resources Contact Us Save and Continue Later

Enter your data into a table

Complete your TLF using an Excel Template

Step 1: [Click here to read TLF instructions.](#)

Step 2: [Click here to Download the Excel Template.](#)

Step 3: Enter the information for teachers at your school into the Excel Template.

Step 4: Save the completed Excel file to your computer.

Step 5: Click on the "Browse" button to select the file to upload.

Select File to Upload

Browse...

Upload file

No files have been uploaded.

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

Select File to Upload

Browse...

Upload file

Filename	Date	Time	Status	Action
TLF_Excel_Template_NTSP1.xls	07-12-2017	01:02:38 PM	UPLOADED	Delete

Submit the TLF

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

Select File to Upload

Browse...

Upload file

Filename	Date	Time	Status	Action
TLF_Excel_Template_NTSP1.xls	07-12-2017	01:02:38 PM	UPLOADED	Delete

Review the TLF OR Submit the TLF

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)

ENTER TEACHER INFORMATION
[Upload an Excel File](#)

[Click here for important information about the other staff that may teach at this school \(e.g. itinerant teachers, substitute teachers, librarians, principals\).](#)

Enter the information for each teacher in your school into the table below. Click "Add Teacher" once you have completed each entry to add the teacher to the summary table at the bottom of this page. Once you have completed your teacher list, click "Submit" to submit your teacher list.

10 rows per page

Filter by subject

Filter by status

[+Add Teacher](#)

First t1	MI	Last t1	Suffix	Teacher E-mail Address t1	Subject(s) taught	Status (?)	Actions
Red	A	Hamburger		red@example.com	Special Education	Deleted	✓ ✎ 🗑
Orange	B	Mac 'n Cheese		orange@example.com	General Elementary	Needs Review	✓ ✎ 🗑
Yellow		Ragu		cornsilk@example.com	Math	Deleted	✓ ✎ 🗑
Green	C	Chocolate		green@example.com	Science	Complete	✓ ✎ 🗑
Blue		Doughnuts-Coffee	Jr.	blue@example.com	English/Language Arts	Complete	✓ ✎ 🗑
Purple	D	Mashed Potatoes		purple@example.com	Social Studies	Needs Review	✓ ✎ 🗑
Ren		The Dog		ren.thedog@example.com	Special Education General Elementary	Needs Review	✓ ✎ 🗑
Koda		The Dog		koda.thedog@example.com	Math Science	Needs Review	✓ ✎ 🗑
Fancy		The Dog		fancy.thedog@example.com	Special Education Math	Needs Review	✓ ✎ 🗑
Pepper		The Cat		peppercorn@example.com	General Elementary Social Studies	Needs Review	✓ ✎ 🗑
Tom	N	Jerry		Cartoon@example.com	Other	Complete	✓ ✎ 🗑
Apple		Pie		Pie@example.com	Social Studies	Complete	✓ ✎ 🗑

Showing rows 1-10 of 45

[+Add Teacher](#)

< 1 2 3 4 5 >

Submit Teacher List

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)

MAIN MENU RESOURCES CONTACT US

Contact Information

Please provide your name, title, e-mail address, and work telephone number in case we have follow-up questions about any of your responses.

Name:

Title:

E-mail Address:

Work Telephone Number: - - Ext.

How much time did it take to complete your teacher list, not counting interruptions?

minutes to complete the teacher list

Thank you (thank_you)

MAIN MENU RESOURCES CONTACT US

Thank you for your participation!

This is official confirmation that as of Thursday August 09, 2018, 15:22:09, your teacher information has been received by the U.S. Census Bureau. This information will be used to select a sample of teachers to complete the NTPS Teacher Questionnaire. Survey invitations for the selected teachers will be mailed to your school in about one month. The survey invitation will also be e-mailed to selected teachers for whom an e-mail address was provided.

Click [here](#) to logout of the NTPS Respondent Portal.

You may log in at a later time to check on the status of your school's questionnaires.