



**U.S. DEPARTMENT OF EDUCATION
MATHEMATICS AND SCIENCE PARTNERSHIPS PROGRAM**

Annual Performance Reporting Online System

User's Guide

October 2009

Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0669. The time required to complete this information collection is estimated to average 14 hours 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(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** U.S. Department of Education, Office of Elementary and Secondary Education Division, Teacher Quality Unit, 400 Maryland Avenue, S.W., LBJ Room 3E110, Washington D.C. 20202-2600.

Table of Contents

Preface	1
Introduction	1
Moving Through the Reporting System	2
Taking a Break.....	2
Saving Your Responses	2
Obtaining an Account, User ID and Logging In	3
Logging In.....	3
Reports Page	4
User Preferences	5
Logout.....	5
Project Administration	6
Getting Started – Entering Information	6
Instructions.....	7
My APR	7
Comments	9
Section I. MSP Project Information.....	10
Section II. MSP Project Abstract	12
Section III. Responsibilities	13
Section IV. Professional Development Participants	14
Section V. Professional Development Models	16
Section VI. Professional Development Content and Processes	17
Section VII. Program Evaluation.....	17
Section VII. Program Evaluation.....	18
Section VIII. Government Performance and Results Act Indicators for MSP Program (GPRA)	19
Section IX. Lessons Learned	21
IX A. MSP Implementation	22
IX B. MSP Evaluation	23
Section X. State Review	24
Other Functions	25
Required Fields	25
Links at the Bottom of Each Page.....	27
Attaching Files	27
Downloading a Report	28
Submitting a Report to the State	28
Report Due Date	29
Quick Instructions for Project Directors to Submit an APR to the State.....	30
Additional Functions Available to State Coordinators	30
Accessing Reports Submitted to State	30
Section X. State Review	31
Begin the Submission Process	31
Revisions Needed.....	31
Partial Submission	31
Submitting a report to the US Department of Education.....	32

Quick Instructions For State Coordinators to Submit an APR to ED.....	33
Getting Help	35
MSP Program Officers	35
Pat	35
Miriam.....	35
Jim.....	35
Michelle	35
Appendix A: Additional Instructions about Teachers for Section VIII. Government Performance and Results Act Indicators for MSP Program (GPRA)	36
Which teachers to include	36
How to determine significant gains	36
Appendix B: Mathematics and Science Partnerships Teacher Content Knowledge User’s Guide	38
Introduction.....	38
Running the Spreadsheet.....	39
Enter data here tab	42
View results here tab.....	46
Appendix B1: Calculating Significant Gains for 30 Teachers or More.....	50
Paired-samples <i>t</i> -test	50
Appendix B2: Calculating Significant Gains for Less Than 30 Teachers	51
Wilcoxon signed ranks test	51
Assumptions.....	51
Hypotheses.....	51
Test Statistic.....	51
Procedure	52
Decision Rule.....	52
Appendix B3: Check for Out of Range Values	53
Range Test	53
Appendix C: MSP Project Administration Website for State Coordinators	54
Introduction.....	54
Logging In.....	54
State Level Personnel.....	55
APR Maintenance for State Coordinators Only.....	55
Archiving Records	55
Create a New APR	56
Add a New MSP Project	56
Editing Project Information	57
APR Performance Period.....	57
Funding Start and Funding End Dates	57
APR Due Dates	57
Editing Project Staff.....	58

Preface

This *User's Guide for the Mathematics and Science Partnerships Program Online Annual Performance Report* is a step-by-step guide for using the online annual report system. In addition to the *User's Guide*, other resources and assistance are available to users, including brief Instructions Frequently Asked Questions (FAQ) and Definitions sections on the system. Users may also check the Getting Help section on the system to find contact information for Department of Education staff who can assist you with any additional questions you may have.

The *User's Guide* begins with some general information about the system, provides brief highlights of instructions, and then presents more detailed step-by-step instructions to guide users as they begin using the system for the first time. It is recommended that users print out this *User's Guide* and keep it handy when interacting with the APR system.

Introduction

The Mathematics and Science Partnerships program (MSP) is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers. Partnerships between high-need school districts and mathematics, science, and engineering departments at institutions of higher education are at the core of these improvement efforts. The MSP program is a formula grant program to the states, with the size of individual state awards based on the number of students living in poverty. With these funds, each State holds a grant competition in which awards are made to partnerships to improve teachers' content knowledge of and instructional skills in mathematics and science.

The legislation that authorizes the MSP program, Title II, Part B, Section 2202 (f) of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), requires each of the projects funded by the States to submit an annual report to the U.S. Department of Education (ED), documenting the partnership's progress in meeting its MSP goals and objectives. This Annual Performance Report (APR) reporting system is the tool designated by the Department for this reporting.

The reporting system is designed for MSP projects to provide the following types of information:

- Description of MSP Partners
- Roles and Responsibilities of Partners
- Characteristics of MSP Participants
- Professional Development Models
- Program Evaluation Design
- Evaluation Findings and Evidence of Outcomes
- Information for GPRA Reporting

The report asks three types of questions:

- *Close-ended questions.* The system asks you to select one or more response options that are presented on the screen. For these questions, please use the mouse to click on the button(s) next to the appropriate response(s).
- *Short-answer questions.* The system asks you to type in short answers such as the number of teachers who participated in MSP activities. Please type your response in the space provided.
- *Open-ended questions.* The system allows you to provide a longer narrative response. For these questions, please type, copy and paste, or upload a file with your response in the space provided. Your response should be as clear and succinct as possible. The maximum length of narrative response is indicated in the directions.

Moving Through the Reporting System

You may move from any section of the reporting form to any other section by clicking on the title of the section. This will take you directly to the section you wish to complete. You may fill out the form in any order; you do not need to fill out the report form in order from “beginning” to “end.” The left-hand navigation menu links to different sections of the report. The section currently being displayed is highlighted in red on the menu. You may also navigate through the system by clicking the **Next Form** link after you have completed and saved your information on the current form. The Next Form link will take you to the next section of the form. If you wish to re-visit the previous section, you may click **Previous Form**, or if you wish to go back to the beginning of the section, you may click **Start of Section**.

Taking a Break

Please allow time to collect the information required by this form and prepare the narratives. The form is designed so that you can respond at your convenience and in separate sessions. If you do not have all the information on hand to answer a specific question, you may **SAVE** your answers and close the reporting form until you obtain the necessary information. If other staff members are more familiar with some topics, you may ask them to fill out those sections or questions.

If you need to take a break or have someone else work on the report, click **Save Report** and close out of the form (see *Saving Your Responses* below). To re-enter the reporting form, you would simply go through the same steps as you did when you opened the form initially.

Saving Your Responses

You may save your responses in the report at any time by clicking on the **Save Report** button at the bottom of each page. You may save the information you have entered even if you have not completed that page/form.

The system also has an *auto save* function, which automatically saves information. The auto save function is triggered when you are typing a long narrative response to an open-ended question.

Your response will be saved automatically every 30 seconds to prevent timeout without saving. If the system times out before you are done writing your response, you can simply log in again, navigate to the question, and find your answer.

Saving the information you entered into the form is the most important function to remember. Before leaving one section of the form to move to another, always save your report.

Obtaining an Account, User ID and Logging In

Because the MSP APR is a closed system, only *authorized users* are allowed to access the system. State Coordinators are in charge of granting authorization to project-level users based on requests from MSP Project Directors through the Project Administration Website for State Coordinators (explained further in Appendix C). Please notify your State Coordinator about any additions or changes in staff for current projects.

To request access for project-level staff, the Project Director must contact the MSP State Coordinator and request that project staff information be updated for a specific project. In your communication with the State Coordinator, please include the following information:

- User name (first name, last name)
- User email address
- Level of authority for this user (Full-Access Contact or Read-Only)
- Title of the MSP Project

New users will automatically receive an email with a username and temporary password for the APR website. Veteran users who are assigned to a new project or experience a change in status will receive an email notifying them of the change and should login using their existing username and password.

Logging In

When you have received an email that includes a username and a temporary password, you are ready to log into the system. To log in, go to the site: <http://apr.ed-msp.net>.

The following login screen will appear:

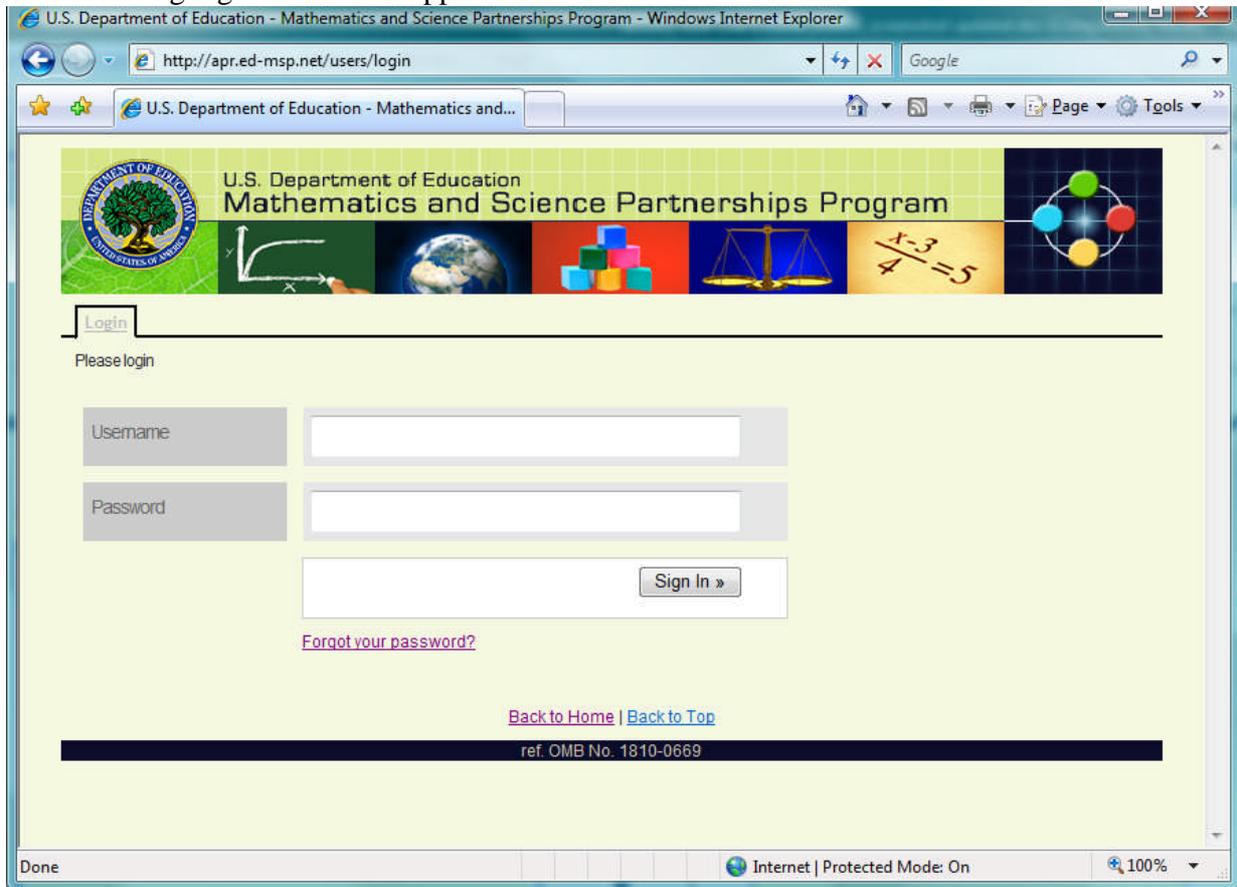


Figure 1: Login

Enter your username and password, and click on **Sign In**. If you ever forget your password, please click on the **Forgot your password?** link that appears near the bottom of this page. This will prompt you for your email address and then send you a message containing a link where you may reset your password.

Reports Page

Once you are signed in, you will see the MSP APR homepage. You can return to this page at any time by clicking on the **Reports** tab, near the top of the screen. On this page, you will see some general user instructions. At the bottom of the page, there is a list of APR reports to which you have access. For example, a State Coordinator will have access to all the MSP projects in his/her state. A Project Director will have access to only his/her project(s). An Evaluator will have access to the project(s) he/she is evaluating.

You will see three tabs at the top of the page. The tabs are Reports, User Preferences, and Logout. State Level Personnel will see a fourth tab called Project Administration.

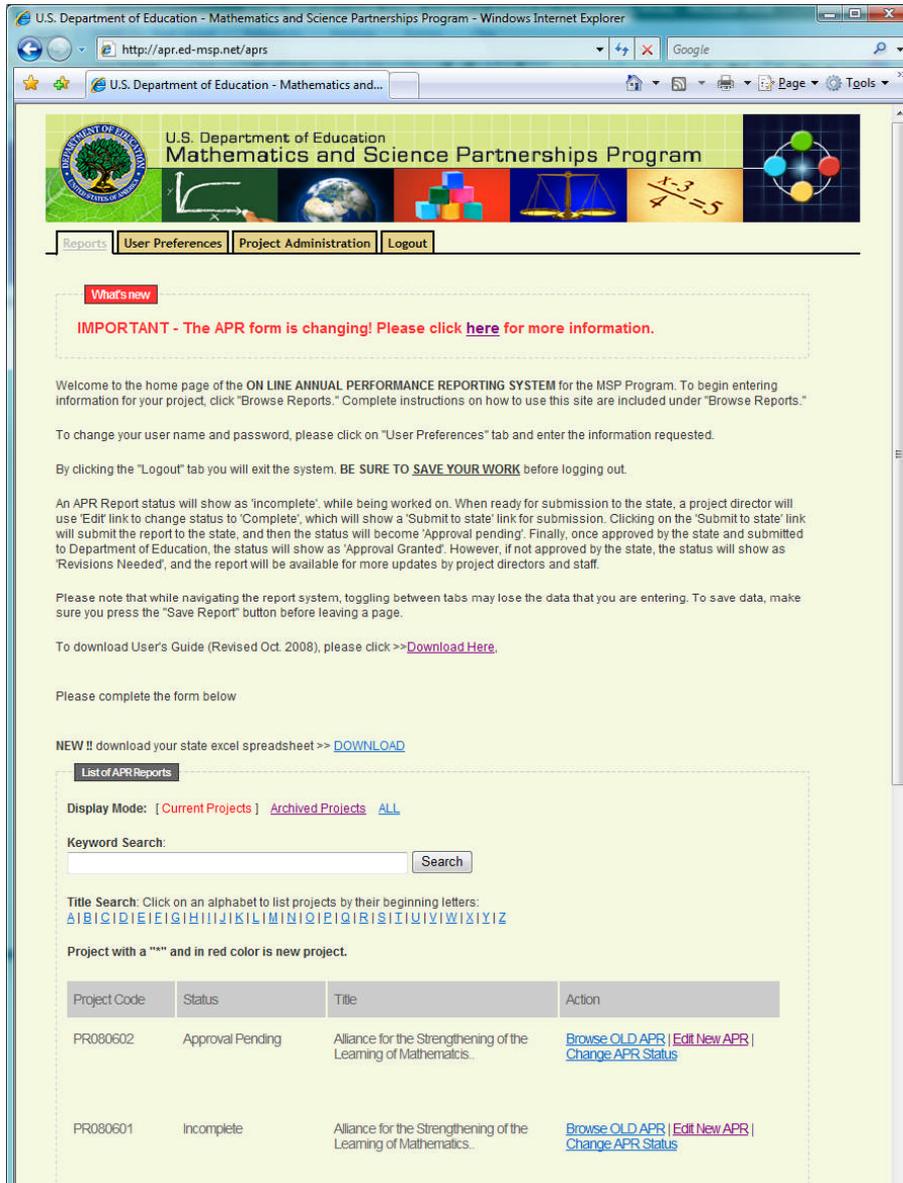


Figure 2: Home Page

User Preferences

The User Preferences tab contains your user information. You can change your password in this section; we urge you to do so to ensure the security of the system.

Logout

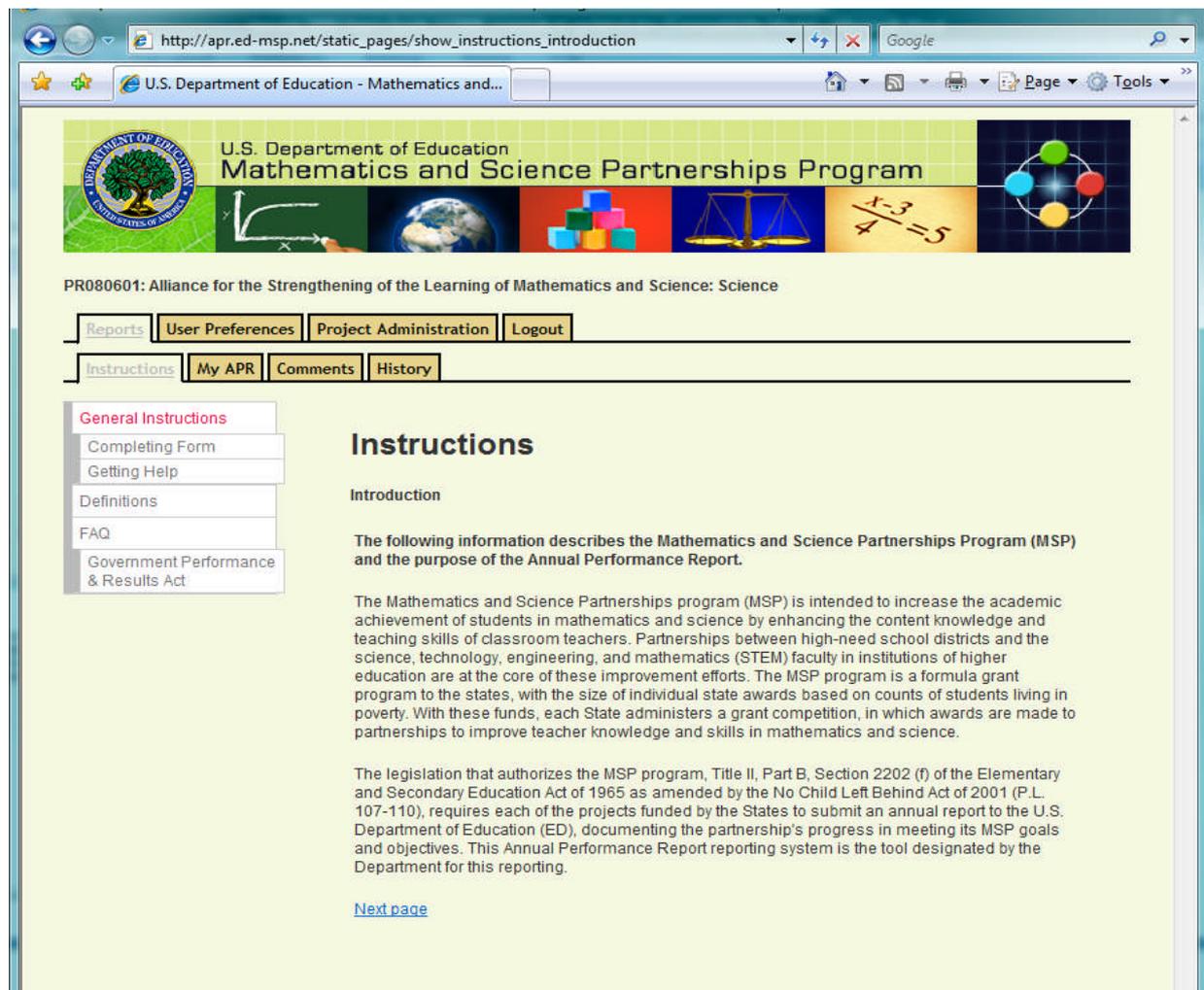
The logout tab will allow you to log out of the system. (Remember to **SAVE** any information you have entered before clicking the Logout tab!)

Project Administration

The Project Administration tab leads you to the MSP Project Administration for State Coordinators Website (see Appendix C). MSP State Coordinators and other approved state-level personnel can access this Website to edit project staff and APR user information as well as prepare online APR forms for data entry and to maintain accurate project records.

Getting Started – Entering Information

From the homepage, click on **Edit new APR** to open and edit the current APR form. You can also click on **Browse OLD APR** to view any data already entered into the old version of the APR form prior to July 2009. In both forms, you will see the Instructions section of the form, which contains the following tabs: Instructions, My APR, Comments, and History. Project directors will see one additional tab: Report Users. Each of these tabs is described below.



The screenshot shows a web browser window with the URL http://apr.ed-msp.net/static_pages/show_instructions_introduction. The page header includes the U.S. Department of Education logo and the title "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". Under "Project Administration", there are sub-tabs for "Instructions", "My APR", "Comments", and "History". The "Instructions" tab is selected, and the page content includes a "General Instructions" sidebar with links for "Completing Form", "Getting Help", "Definitions", "FAQ", and "Government Performance & Results Act". The main content area is titled "Instructions" and contains an "Introduction" section. The introduction text states: "The following information describes the Mathematics and Science Partnerships Program (MSP) and the purpose of the Annual Performance Report. The Mathematics and Science Partnerships program (MSP) is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers. Partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education are at the core of these improvement efforts. The MSP program is a formula grant program to the states, with the size of individual state awards based on counts of students living in poverty. With these funds, each State administers a grant competition, in which awards are made to partnerships to improve teacher knowledge and skills in mathematics and science. The legislation that authorizes the MSP program, Title II, Part B, Section 2202 (f) of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), requires each of the projects funded by the States to submit an annual report to the U.S. Department of Education (ED), documenting the partnership's progress in meeting its MSP goals and objectives. This Annual Performance Report reporting system is the tool designated by the Department for this reporting." A "Next page" link is provided at the bottom of the introduction section.

Figure 3: Instructions

Instructions

The Instructions section contains some brief instructions for users, including Completing Form and Getting Help sections. In addition, there is a Definitions section that contains definitions of some key words used in the APR. The FAQ section is updated periodically as questions are received and clarifications are provided about using the form.

My APR

When you are ready to begin entering information about your project, click on the **My APR** tab. From the Table of Contents, click on any section of the list to begin.

In the My APR tab, you will see that the MSP APR form has ten sections, each with additional subsections. The legend on the left hand side of the page shows the icons that appear next to each section listed. If a section has not yet been completed, an icon of a blank page will appear. If a section has been visited at least once, an icon of a page with an “A” for “author” will appear. This signifies that the section has been visited by an authorized project staff member.

If a section has been pre-populated with information that was submitted the previous year, a page with a “C” for “copied” will appear until the section is visited by a project staff member, who should carefully review the content for accuracy and make any necessary changes before submitting the report. Finally, if a page is a “Read-Only” page, an icon of a small lock will appear.

When working on your report, you can always return to the My APR tab to access the sections that have been completed and those that you still need to complete.

http://apr.ed-msp.net/table_of_contents/show_table_of_contents

U.S. Department of Education - Mathematics and...

U.S. Department of Education
Mathematics and Science Partnerships Program

PR080601: Alliance for the Strengthening of the Learning of Mathematics and Science: Science

Reports | User Preferences | Project Administration | Logout

Instructions | My APR | Comments | History

Legend

-  Page to be completed
-  Page has been edited and/or saved
-  Page that is read-only
-  Page contains copied information

- I.  MSP Project Information
 - A.  Project
 - B.  Lead Organization
 - C.  Partner Organizations
- II.  MSP Project Abstract
 - A.  Project Abstract
- III.  Responsibilities
 - A.  Administer Overall Program
 - B.  Design Professional Development
 - C.  Deliver Professional Development
 - D.  Evaluate MSP
- IV.  Professional Development Participants
 - A.  Number of Higher Ed Faculty Involved in MSP Project
 - B.  Indicate the Primary Target for Intervention
 - C.  Total Number of Participating Teachers
 - D.  Elementary School Teachers
 - E.  Middle School Teachers
 - F.  High School Teachers
 - G.  Administrators
 - H.  Participant Students
- V.  Professional Development Models
 - A.  Contact Hours
 - B.  Type of Professional Development Activities
 - C.  Description of Professional Development Model
- VI.  Professional Development Content and Processes
 - A.  Mathematics Content and Processes
 - B.  Science Content and Processes
- VII.  Program Evaluation
 - A.  Type of Evaluator
 - B.  Evaluation Design
 - iv.  One Group, Qualitative /Descriptive, and Other Designs
 - C.  Phase of Implementation
 - D.  Assessment Measures
 - E.  Analysis of Changes in Teacher Practice
 - F.  Teacher Findings
 - G.  Student Findings
 - H.  Impact on the Partnership
 - I.  Other Impacts
 - J.  Upload Report
- VIII.  Government Performance & Results Act Reporting
 - A.  Teachers
 - B.  Students
- IX.  Lessons Learned
 - A.  MSP Implementation
 - B.  MSP Evaluation
- X.  State Review
 - A.  Awards
- XI.  Attached Supplementary Documents

[Download as text](#) | [Download as html](#)

[Back to Home](#) | [Back to Top](#)

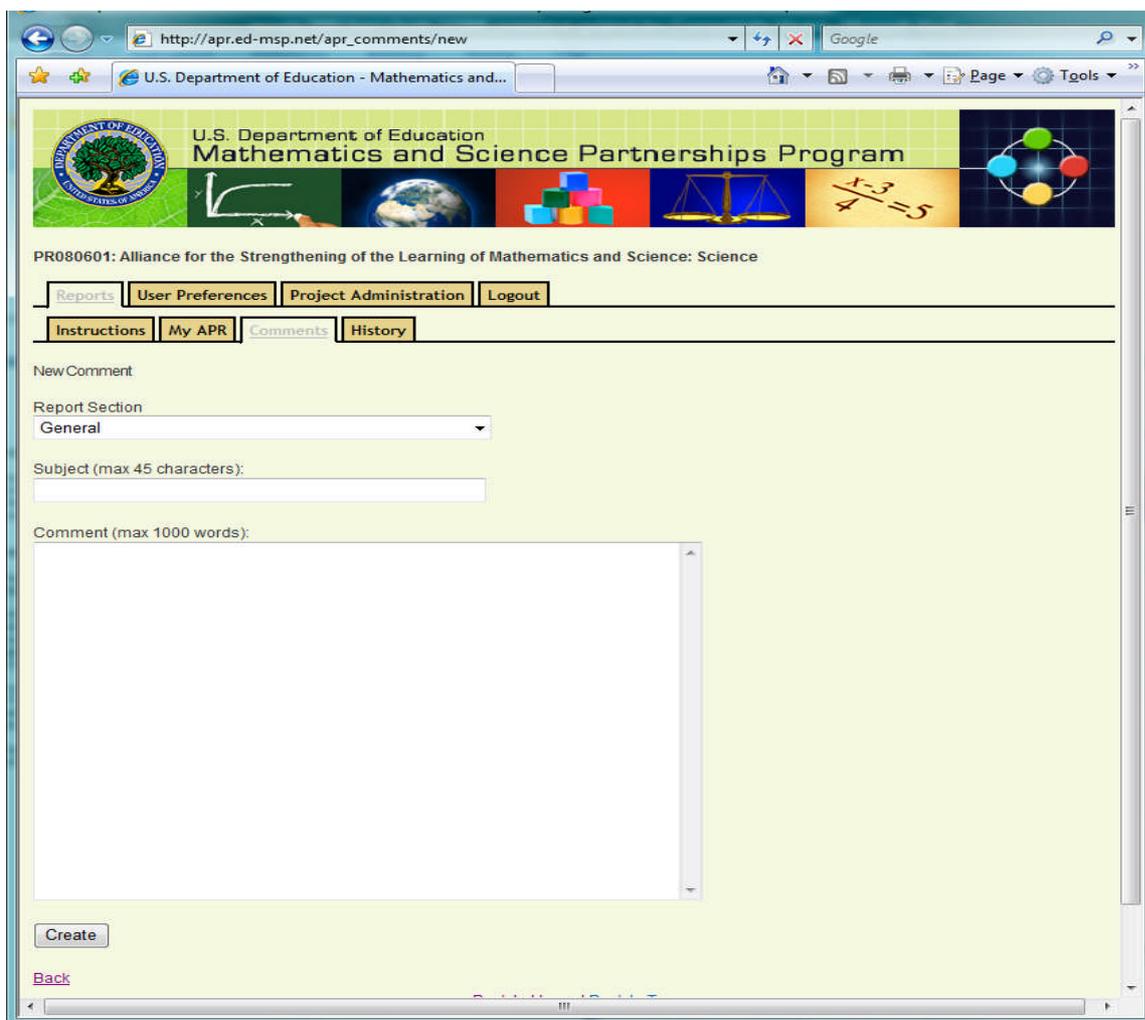
ref. OMB No. 1810-0669

Figure 4: My APR tab

Comments

The Comments tab was created to facilitate communication and information sharing among various contributors to an APR report on this system. This tab appears once you click on **Edit New APR** and remains visible as you edit the APR. Using the Comments section, the State Coordinator can provide specific feedback on each section of the APR that requires revision. Project Directors, evaluators, and other contacts may also make comments that project-level users can access and read about any section of the report.

Click on the **Comments** tab near the top of the screen to access existing comments for a report or to create a new one. To make a new comment click on the **New Comment** link that appears near the bottom of the Comments page. Then select the area of the APR that the comment refers to from the dropdown menu. The subject should refer to the nature of the comment. Finally, type your comment in the space below and click on the **Create** button. When comments are created, they can be viewed by anyone who accesses the APR. In addition, an automatic email will be sent to the Project Director letting them know that a comment has been made on their APR.



The screenshot shows a web browser window with the URL http://apr.ed-msp.net/apr_comments/new. The page header includes the U.S. Department of Education logo and the title "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "New Comment" and features a "Report Section" dropdown menu set to "General". Below this is a "Subject (max 45 characters):" text input field and a "Comment (max 1000 words):" text area. At the bottom of the form is a "Create" button and a "Back" link.

Figure 5: New Comment

History Tab

The History tab tracks the history of the information entered into the form. The version of the form, the name of the user, as well as the date and time of the update will show for each section of the form. This can be a useful tool when multiple users have access to the system to enter data for an MSP Project APR.

Report Users Tab

The Report Users tab enables Project Directors to view the name and position of each project staff member that can access the APR. In order to add or modify information for project staff members, please contact your State Coordinator.

Section I. MSP Project Information



The screenshot shows a web browser window displaying the MSP Project Information section. The browser address bar shows the URL http://apr.ed-msp.net/project_introductions. The page header includes the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary navigation menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "I. MSP Project Information" and contains the following text: "In this section, you will be asked for basic information about your MSP project and partner organization(s). Please include partnership title, contact information for project director, and information about your partner organizations. Please click [next](#) to start." A left-hand sidebar lists various sections: "I. MSP Project Information", "A. Project", "B. Lead Organization", "C. Partner Organizations", "II. MSP Project Abstract", "III. Responsibilities", "IV. Professional Development Participants", "V. Professional Development Models", "VI. Professional Development Content and Processes", "VII. Program Evaluation", "VIII. Government Performance & Results Act Reporting", "IX. Lessons Learned", "X. State Review", "XI. Attached Supplementary Documents", and "Edit APR Status - Submit Report". At the bottom of the page, there are links for "Back to Home" and "Back to Top", and a footer with the text "ref. OMB No. 1810-0669".

Figure 6: Section I – MSP Project Information

In the MSP Project Information section, you will be prompted for basic information about your MSP project and partner organization(s). Please include the partnership title (project title), contact information for the Project Director, APR performance period, sources of funding, and information about your partner organizations. This section of the form has three subsections: Project, Lead Organization, and Partner Organizations.

In the Partner Organizations section of the report, you will provide information for your MSP project's partner organizations. When you are ready to begin entering information about your partner organization(s), click **Add Project Partner**. A blank form requesting descriptive information about your partner organization will open. When you have entered the information about your partner organization, click the **Save Report** button at the bottom of the page. You will then see your partner organization listed on this page. To edit or delete information about the project partner, click on the **Edit** or **Delete** button next to the project partner name.

The screenshot shows a web browser window displaying the U.S. Department of Education Mathematics and Science Partnerships Program website. The page title is "U.S. Department of Education - Mathematics and Science Partnerships Program - Windows Internet Explorer". The URL is "http://apr.ed-msp.net/project_partner_forms/list_edit". The page features a navigation menu with options like "Reports", "User Preferences", "Project Administration", and "Logout". The main content area is titled "C. Partner Organizations" and includes instructions for adding and managing partner organizations. A list of project partner forms is displayed, showing three entries: "University of Puerto Rico at Mayaguez", "Puerto Rico Department of Education", and "Six School Districts", each with "Edit" and "Delete" links. The page also includes a "Previous Form | Start of Section" link and a "Back to Home | Back to Top" link. The footer contains the reference number "ref. OMB No. 1810-0669".

Figure 7: Section I – MSP Project Information, Part C

To add information about multiple partners, click on **Add Project Partner** to open a new blank form for each project partner and enter the partner organization information. Be sure to click the **Save Report** button after entering the information about your project partner.

When all of your partner organizations appear in a list on this page, and all information about each partner has been entered, you have completed this section of the report. Be sure to click the **Save Report** button before leaving this page.

Section II. MSP Project Abstract

In the Project Abstract section of the form, you are asked to provide a brief abstract of your project. Please note that the project abstract will be used to describe your project in publications and on the ED-MSP website. **It must be typed or cut and pasted into the space provided so that it can be automatically transferred to the public website.** Also, please note that this is a summary of your project and is limited to 1000 words. You will be able to more fully describe your project in other sections of the APR.

The screenshot shows a web browser window titled "U.S. Department of Education - Mathematics and Science Partnerships Program - Microsoft Internet Explorer". The address bar shows "http://192.168.12.125:3000/abstract_introductions". The page header includes the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header is a navigation menu with buttons for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is divided into two columns. The left column contains a list of sections: I. MSP Project Information, II. MSP Project Abstract (highlighted), A. Project Abstract, III. Responsibilities, IV. Professional Development Participants, V. Professional Development Models, VI. Professional Development Content and Processes, VII. Program Evaluation, VIII. Government Performance & Results Act Reporting, IX. Lessons Learned, X. State Review, XI. Attached Supplementary Documents, and Edit APR Status - Submit Report. The right column is titled "II. MSP Project Abstract" and contains the following text: "In this section of the form, you are asked to provide a brief project abstract and summary of your MSP project. Please note that this project abstract will be used to describe your project in publications and on the ED-MSP website. Also, please note that this is a summary only (limited to 1000 words) and you will be able to more fully describe your project in other sections of the APR." Below this text is a link: "Please click [next](#) to start." At the bottom of the page, there are links for "Back to Home" and "Back to Top", and a reference number "ref. OMB No. 1810-0669".

Figure 8: Section II – Project Abstract

Section III. Responsibilities

In the Responsibilities section, you will identify the areas of responsibility among your MSP partners. Various functions are listed that might be performed by partners. For each of the functions or activities, indicate the APPROXIMATE percentage of effort undertaken by each partner group. The partner groups listed include K-12 Institutions, IHE Faculty, and Other (specify).



Figure 9: Section III – Responsibilities

For each activity, list the percentage of time spent on that activity by the partner group. Percentages are approximate and should add up to 100 percent. For example, if the K-12 institution does almost all of the program administration (e.g. 90 percent) with the IHE faculty

providing a small amount of program administration (e.g. 10 percent), then enter 90 next to K-12 institution and 10 next to IHE faculty under Section A. Administer Overall Program.

Under the Responsibilities section of the APR, there are several sub-sections. These include:

- Administer Overall Program
- Design Professional Development
- Delivers Professional Development
- Evaluate MSP

For each of these sections, you will be asked to indicate the approximate percentage of effort undertaken by each partner group. The percentages should add to 100 percent for each section.

Section IV. Professional Development Participants

In the Professional Development Participants section, you will be asked to provide information on the number of higher education faculty involved in your MSP project, the primary goal and target of your MSP project, and the people who participated in your project's professional development activities.

When providing the number of IHE faculty members with regular, substantive involvement in the MSP project, please remember to count each person only ONCE.

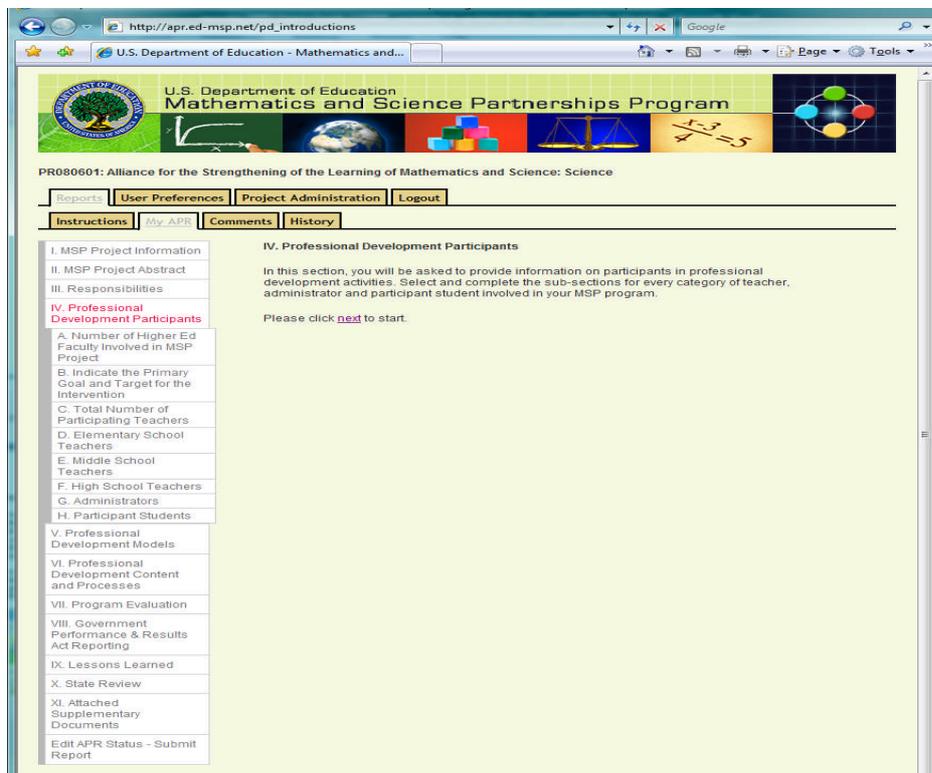


Figure 10: Section IV – Professional Development Participants

When you have completed the Primary Goal and Target for Intervention section, you will see a gray-bordered box that tells you that the information has been saved successfully. You are then asked to click on **Next** and will be asked to complete a series of additional questions in order to more fully describe your primary target for intervention - the teachers or school(s).

Then select and complete the remaining subsections to describe the teachers, administrators, and students participating in your MSP project. Be sure to count each person only ONCE.

These subsections include:

- Total Number of Participating Teachers
- Elementary School Teachers
- Middle School Teachers
- High School Teachers
- Administrators
- Participant Students (For this section you will need to indicate the number of students who were taught during the 12-month reporting period by the teachers who participated in MSP professional development activities. Approximate numbers of students are acceptable.)

Include both full-time and part-time teachers. You should count each person only once and for only ONE area of primary responsibility (area/duty/position that involved more than 50 percent of the person's time). You should use locally applicable definitions of elementary, middle, and high schools.

Section V. Professional Development Models

In the Professional Development Models section, you will be asked for information about the type of professional development model(s) used in your MSP project.

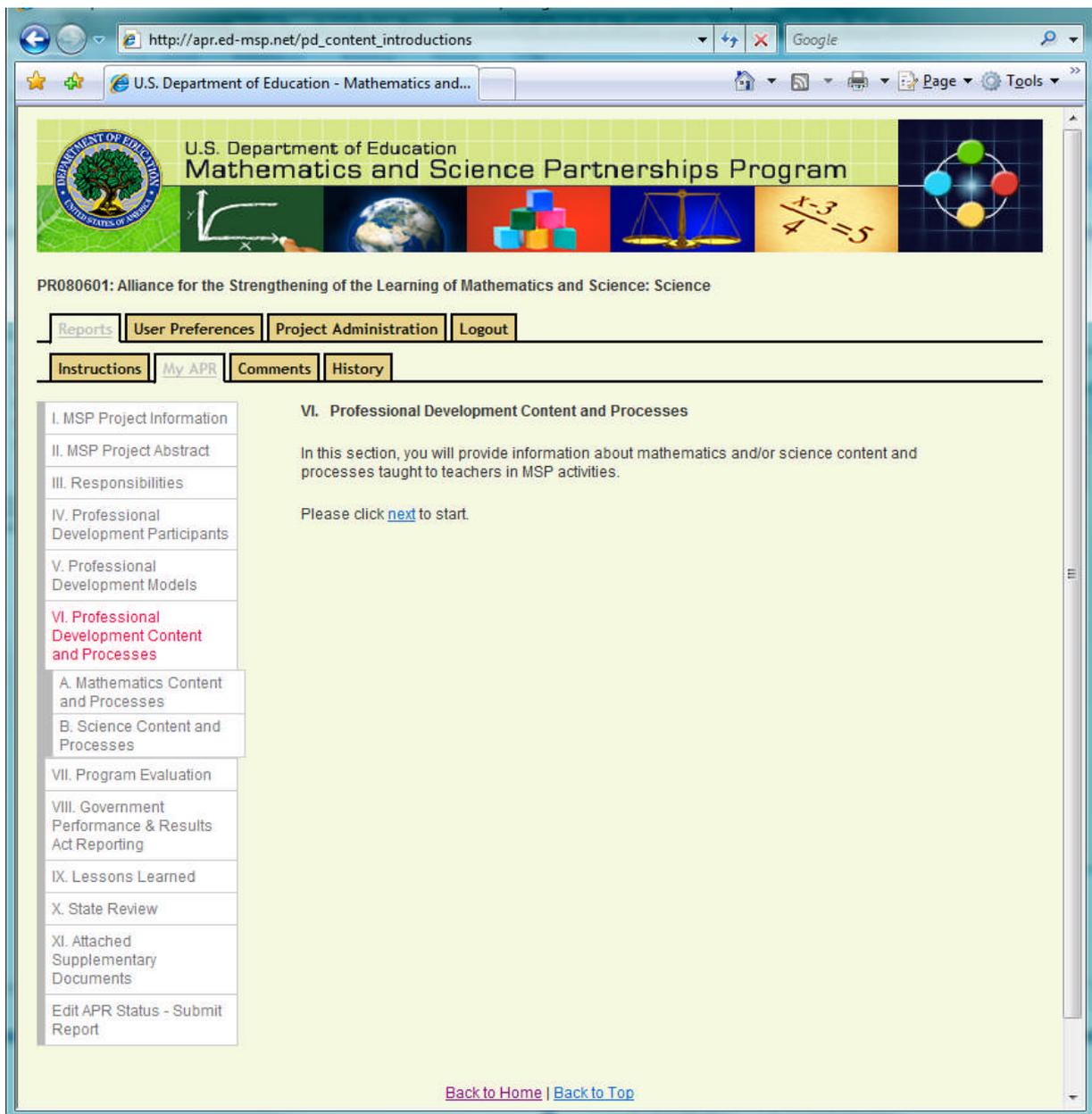


The screenshot shows a web browser window with the URL http://apr.ed-msp.net/pd_model_introductions. The page header includes the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header is a navigation menu with buttons for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "V. Professional Development Models" and contains the following text: "In this section, you will be asked for information about the type of professional development models used in your MSP program. Please click [next](#) to start." On the left side, there is a vertical list of menu items: "I. MSP Project Information", "II. MSP Project Abstract", "III. Responsibilities", "IV. Professional Development Participants", "V. Professional Development Models" (highlighted in red), "A. Contact Hours", "B. Type of Professional Development Activities", "C. Description of Professional Development Model", "VI. Professional Development Content and Processes", "VII. Program Evaluation", "VIII. Government Performance & Results Act Reporting", "IX. Lessons Learned", "X. State Review", "XI. Attached Supplementary Documents", and "Edit APR Status - Submit Report".

Figure 11: Section V – Professional Development Models

Section VI. Professional Development Content and Processes

In the Professional Development Content and Processes section, you will provide information about the mathematics and/or science content and processes taught to teachers in MSP activities.



The screenshot shows a web browser window with the URL http://apr.ed-msp.net/pd_content_introductions. The page header includes the U.S. Department of Education logo and the title "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header is a navigation menu with buttons for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "VI. Professional Development Content and Processes" and contains the text: "In this section, you will provide information about mathematics and/or science content and processes taught to teachers in MSP activities. Please click [next](#) to start." A left-hand sidebar lists various sections, with "VI. Professional Development Content and Processes" highlighted in red. At the bottom of the page, there are links for "Back to Home" and "Back to Top".

Figure 12: Section VI – Professional Development Content and Processes

Section VII. Program Evaluation

In the Program Evaluation section, you will be asked to describe your evaluation design, including your data collection/analysis methods and assessment measures. You will also be asked to briefly describe the impact of your MSP project on teacher content knowledge and student achievement. If your project chooses to use multiple assessment measures, please be sure to add and describe each one separately in section *VII D. Assessment Measures*. Please note that you can upload an electronic copy of an evaluation report (if you have one) when submitting your completed APR. ED encourages projects to aggregate data submitted in evaluation reports across all years of the grant to demonstrate the project's influence over time. See Section J. Upload Report for information and instructions. **If your project is complete (i.e., your project's grant cycle is over or your project has to re-compete in order to receive additional funding), please check the box, Final Report to indicate that your project has ended.**

The screenshot shows a web browser window with the URL http://apr.ed-msp.net/eval_introductions. The page header includes the U.S. Department of Education logo and the title "Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "VII. Program Evaluation" and contains the following text:

VII. Program Evaluation

In this section, you will be asked to describe your local evaluation design and methods, data collection/analysis methods, and assessment measures. You will also be asked to briefly describe the MSP impact on teacher content knowledge and student achievement.

Please note that you will be able to upload an electronic copy of an evaluation report (if you have one) when submitting your completed APR. See the tab above called "Upload Report" for information and instructions.

Please click [next](#) to start.

On the left side of the page, there is a vertical list of navigation links:

- I. MSP Project Information
- II. MSP Project Abstract
- III. Responsibilities
- IV. Professional Development Participants
- V. Professional Development Models
- VI. Professional Development Content and Processes
- VII. Program Evaluation**
 - A. Type of Evaluator
 - B. Evaluation Design
 - iv. One-Group, Qualitative /Descriptive, and Other Designs
 - C. Phase of Implementation
 - D. Assessment Measures
 - E. Analysis of Changes in Teacher Practice
 - F. Teacher Findings
 - G. Student Findings
 - H. Impact on the Partnership
 - I. Other Impacts
 - J. Upload Report
- VIII. Government Performance & Results Act Reporting
- IX. Lessons Learned
- X. State Review
- XI. Attached Supplementary Documents
- Edit APR Status - Submit Report

Figure 13: Section VII – Program Evaluation

Section VIII. Government Performance and Results Act Indicators for MSP Program (GPRA)

Under the Government Performance and Results Act (GPRA), all federal agencies are required to develop indicators in order to report to the U.S. Congress on federal program impacts and outcomes. For the MSP Program, the following indicators have been developed:

- Teacher Knowledge
 1. The percentage of MSP teachers who significantly increase their content knowledge as reflected in project-level pre- and post-assessments. Information for this measure is determined by the MSPTCK spreadsheet which is used to calculate the number of participating teachers that made statistically significant gains in content knowledge. For more information, please refer to Appendix A of this guide, *Additional Instructions about Teachers for Section VIII. Government Performance and Results Act Indicators for MSP Program (GPRA)*.
- Student Achievement
 2. The percentage of students in classrooms of MSP teachers who score at the basic level or below in State assessments of mathematics or science.
 3. The percentage of students in classrooms of MSP teachers who score at the proficient level or above in State assessments of mathematics or science.
- Evaluation Design
 4. The percentage of MSP projects that report using an experimental or quasi-experimental design for their evaluations.
 5. The percentage of MSP projects that use an experimental or quasi-experimental design for their evaluations that are conducted successfully and that yield scientifically valid results. Information for this measure is determined by the *Criteria for Classifying Designs of MSP Evaluations* that is available to the public on the ED-MSP website (<http://www.ed-msp.net>) under *Resources*.
- Efficiency
 6. The percentage of SEAs that submit complete and accurate data on MSP performance measures in a timely manner.

In this section of the APR, you are asked to provide information about teachers and students participating in your MSP program to inform indicators 1, 2 and 3.

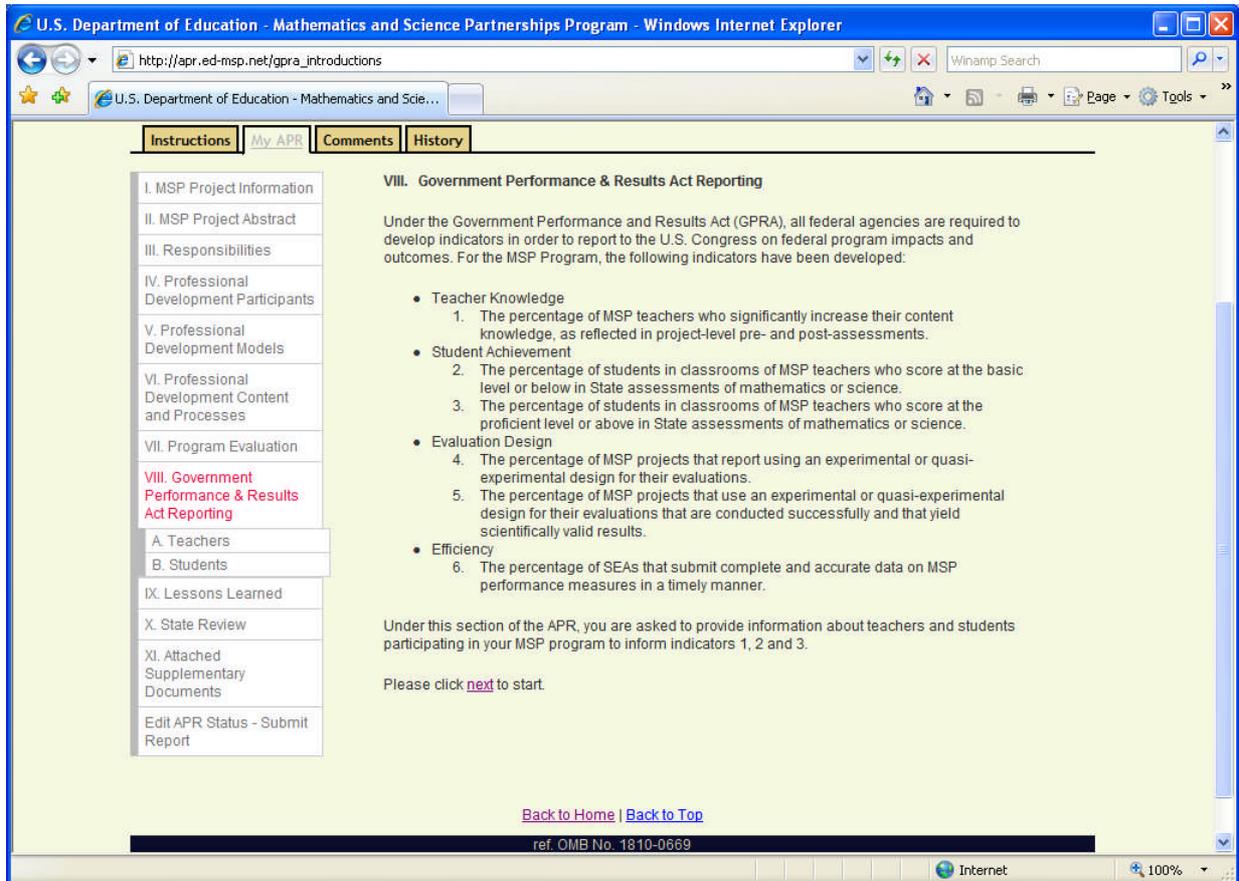
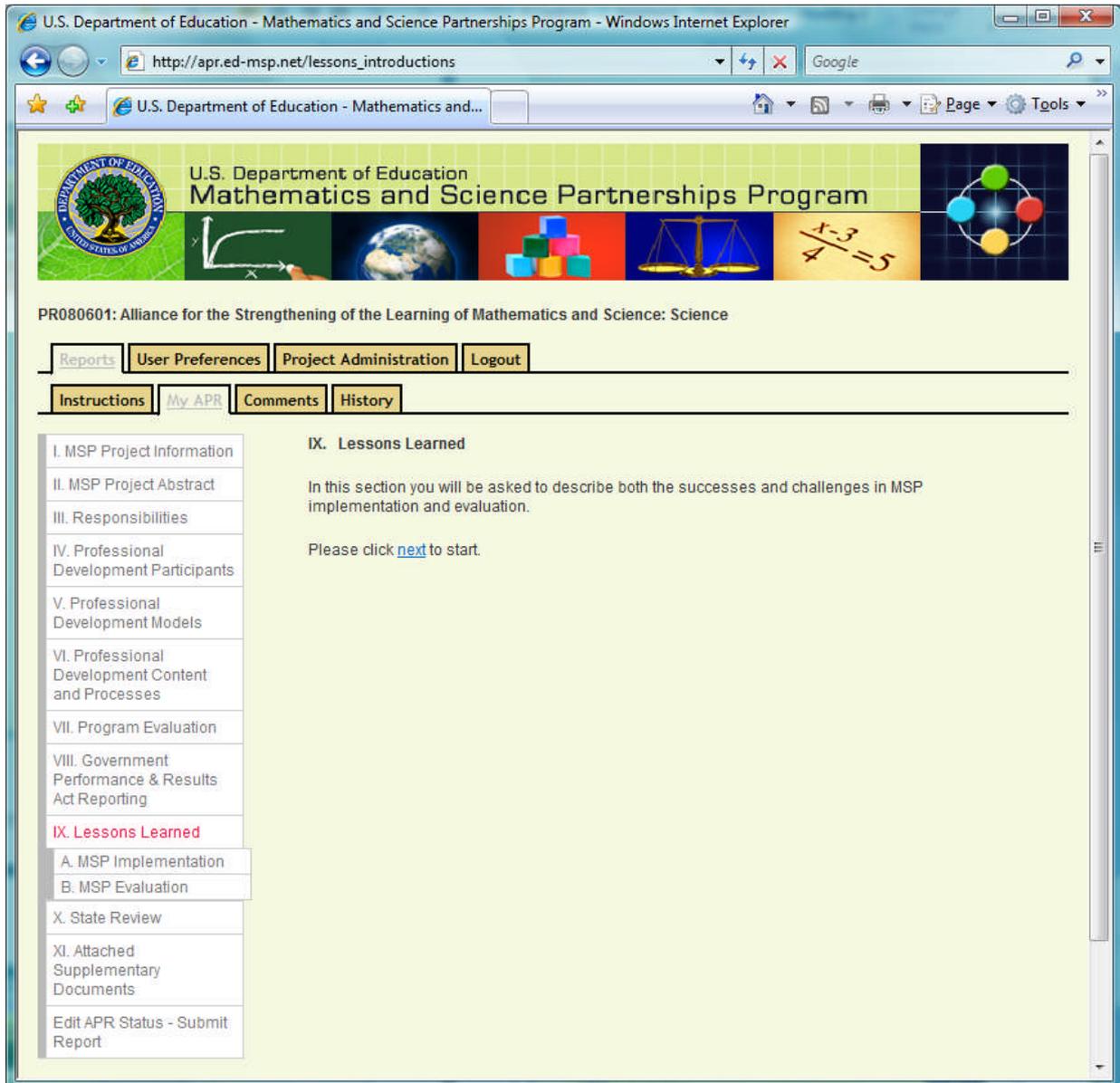


Figure 14: Section VIII – Government Performance and Results Act Indicators for MSP Program

Section IX. Lessons Learned

In the Lessons Learned section you will be asked to describe both the successes and challenges encountered in implementing and evaluating your MSP project.

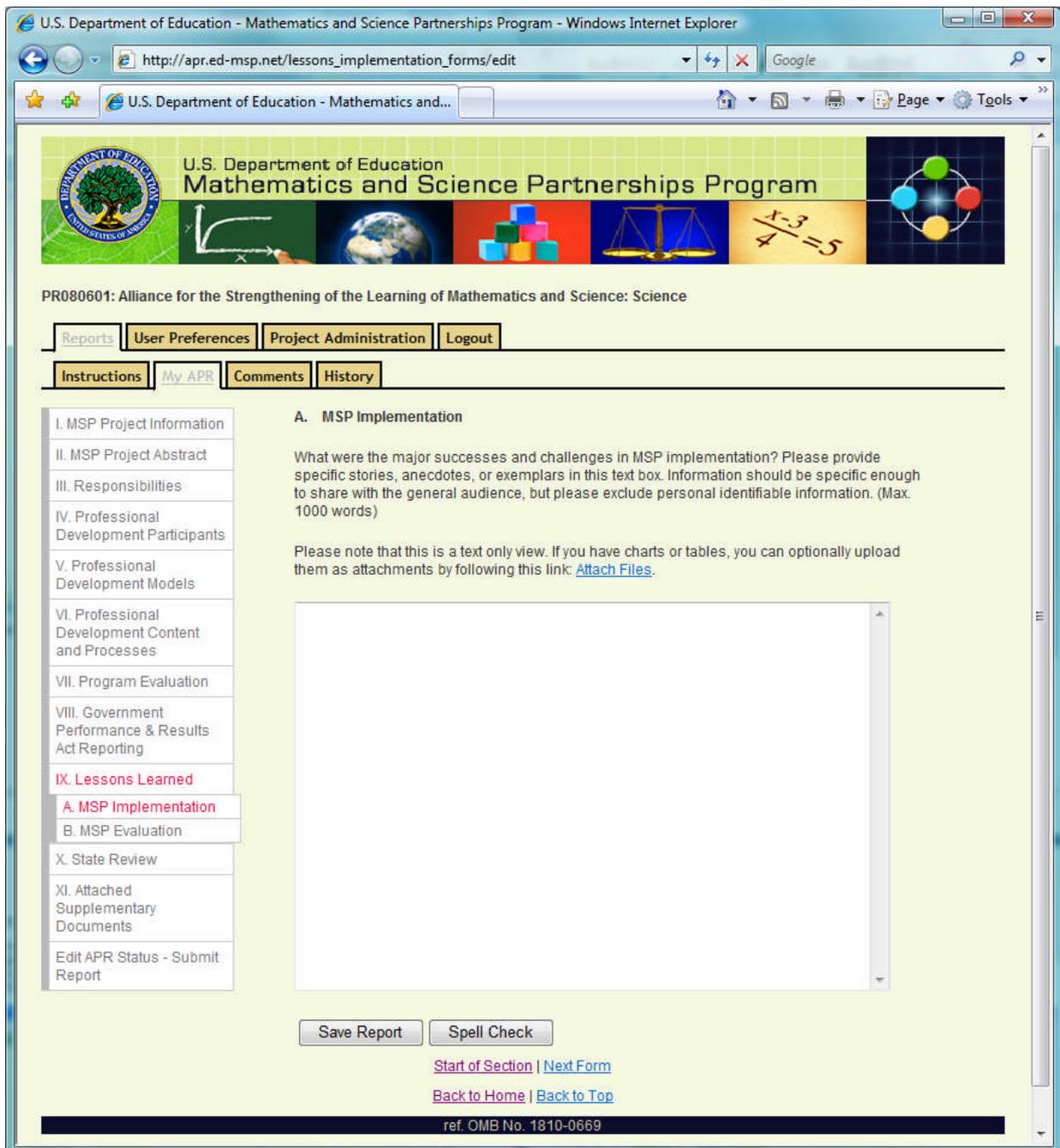


The screenshot shows a web browser window displaying the U.S. Department of Education Mathematics and Science Partnerships Program website. The browser title is "U.S. Department of Education - Mathematics and Science Partnerships Program - Windows Internet Explorer". The address bar shows "http://apr.ed-msp.net/lessons_introductions". The page features a header with the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header is a navigation menu with buttons for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "IX. Lessons Learned" and contains the text: "In this section you will be asked to describe both the successes and challenges in MSP implementation and evaluation. Please click [next](#) to start." A sidebar on the left lists various sections, with "IX. Lessons Learned" highlighted in red. The sidebar items include: I. MSP Project Information, II. MSP Project Abstract, III. Responsibilities, IV. Professional Development Participants, V. Professional Development Models, VI. Professional Development Content and Processes, VII. Program Evaluation, VIII. Government Performance & Results Act Reporting, IX. Lessons Learned (highlighted), A. MSP Implementation, B. MSP Evaluation, X. State Review, XI. Attached Supplementary Documents, and Edit APR Status - Submit Report.

Figure 15: Section IX – Lessons Learned

IX A. MSP Implementation

The MSP Implementation section asks you to describe the major successes and challenges in implementing your project (Max. 1000 words). Please note that this is a text only view. If you have charts, tables, or pre-formatted paragraphs, you can upload them as attachments by following the link on the page called **Attach Files**.

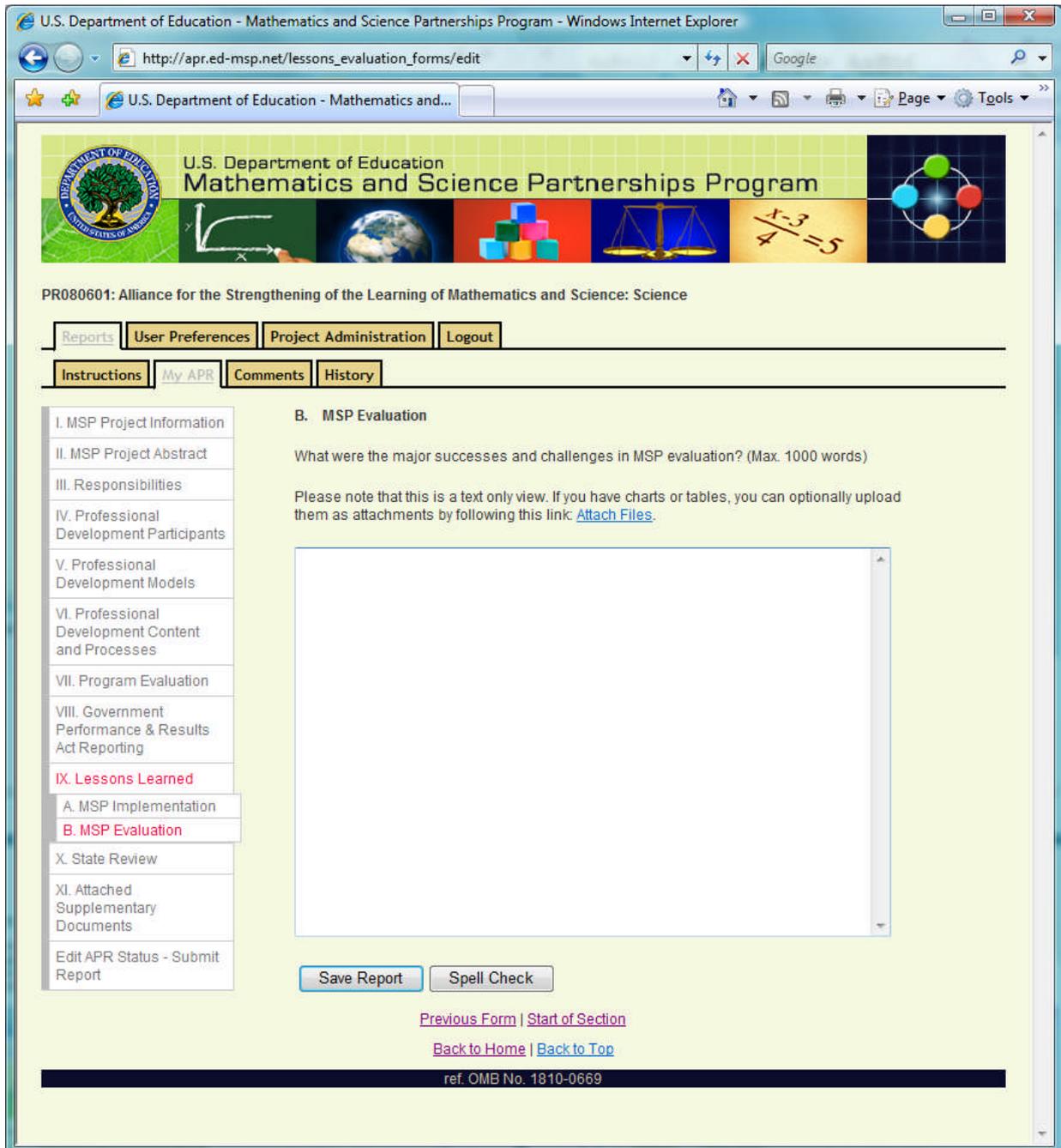


The screenshot shows a web browser window displaying the U.S. Department of Education - Mathematics and Science Partnerships Program website. The page title is "U.S. Department of Education - Mathematics and Science Partnerships Program - Windows Internet Explorer". The address bar shows the URL "http://apr.ed-msp.net/lessons_implementation_forms/edit". The page features a header with the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "A. MSP Implementation" and contains the following text: "What were the major successes and challenges in MSP implementation? Please provide specific stories, anecdotes, or exemplars in this text box. Information should be specific enough to share with the general audience, but please exclude personal identifiable information. (Max. 1000 words)". Below this text, there is a note: "Please note that this is a text only view. If you have charts or tables, you can optionally upload them as attachments by following this link: [Attach Files](#)". A large, empty text input box is provided for the user to enter their response. At the bottom of the page, there are buttons for "Save Report" and "Spell Check", along with links for "Start of Section | Next Form", "Back to Home | Back to Top", and a footer with the text "ref. OMB No. 1810-0669".

Figure 16: Section IX – A. MSP Implementation

IX B. MSP Evaluation

The MSP Evaluation section asks to you describe the major successes and challenges in evaluating your project (Max. 1000 words). Please note that this is a text only view. If you have charts, tables, or pre-formatted paragraphs, you can upload them as attachments by following the link on the page called **Attach Files**.



The screenshot shows a web browser window with the URL http://apr.ed-msp.net/lessons_evaluation_forms/edit. The page header includes the U.S. Department of Education logo and the title "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History".

The main content area is titled "B. MSP Evaluation" and contains the following text:

PR080601: Alliance for the Strengthening of the Learning of Mathematics and Science: Science

B. MSP Evaluation

What were the major successes and challenges in MSP evaluation? (Max. 1000 words)

Please note that this is a text only view. If you have charts or tables, you can optionally upload them as attachments by following this link: [Attach Files](#).

Below the text is a large, empty text input area for the user to enter their response.

At the bottom of the form, there are two buttons: "Save Report" and "Spell Check".

Navigation links at the bottom include: [Previous Form](#) | [Start of Section](#) | [Back to Home](#) | [Back to Top](#)

The footer of the page displays "ref. OMB No. 1810-0669".

Figure 17: Section IX – B. MSP Evaluation

Section X. State Review

The State Review section is for State Coordinator use only. In this section, the State Coordinator provides funding information about this particular project. After completing this section, State Coordinators can submit the report to the Department of Education as explained in the section below, *Additional Functions Available to State Coordinators*.

The screenshot shows a web browser window titled "U.S. Department of Education - Mathematics and Science Partnerships Program - Windows Internet Explorer". The address bar displays "http://apr.ed-msp.net/state_review_introductions". The page header includes the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header is a navigation menu with tabs for "Reports", "User Preferences", "Project Administration", and "Logout". A secondary menu includes "Instructions", "My APR", "Comments", and "History". The main content area is titled "X. State Review" and contains the following text: "This section is for State Coordinator use only. In this section, you will provide funding information about this particular project. You will also be able to submit this report to the Department of Education in this section. Please click [next](#) to start." A left-hand sidebar lists various sections, with "X. State Review" highlighted in red. At the bottom of the page, there are links for "Back to Home" and "Back to Top", and a footer with the text "ref. OMB No. 1810-0669".

Figure 18: Section X -- State Review

Other Functions

Required Fields

Several fields in the MSP APR form are required, and the system will not allow you to save the form without correctly completing those fields. When you save a page that is missing required information or contains invalid information in the required fields, a gray-bordered box will appear at the top of the screen with a message. If the information in the required field(s) is not entered correctly, then an advice message will appear with information to assist you in completing the information correctly. The cell where information needs to be corrected or entered will be shaded in red to assist you in locating where the correction needs to be made.

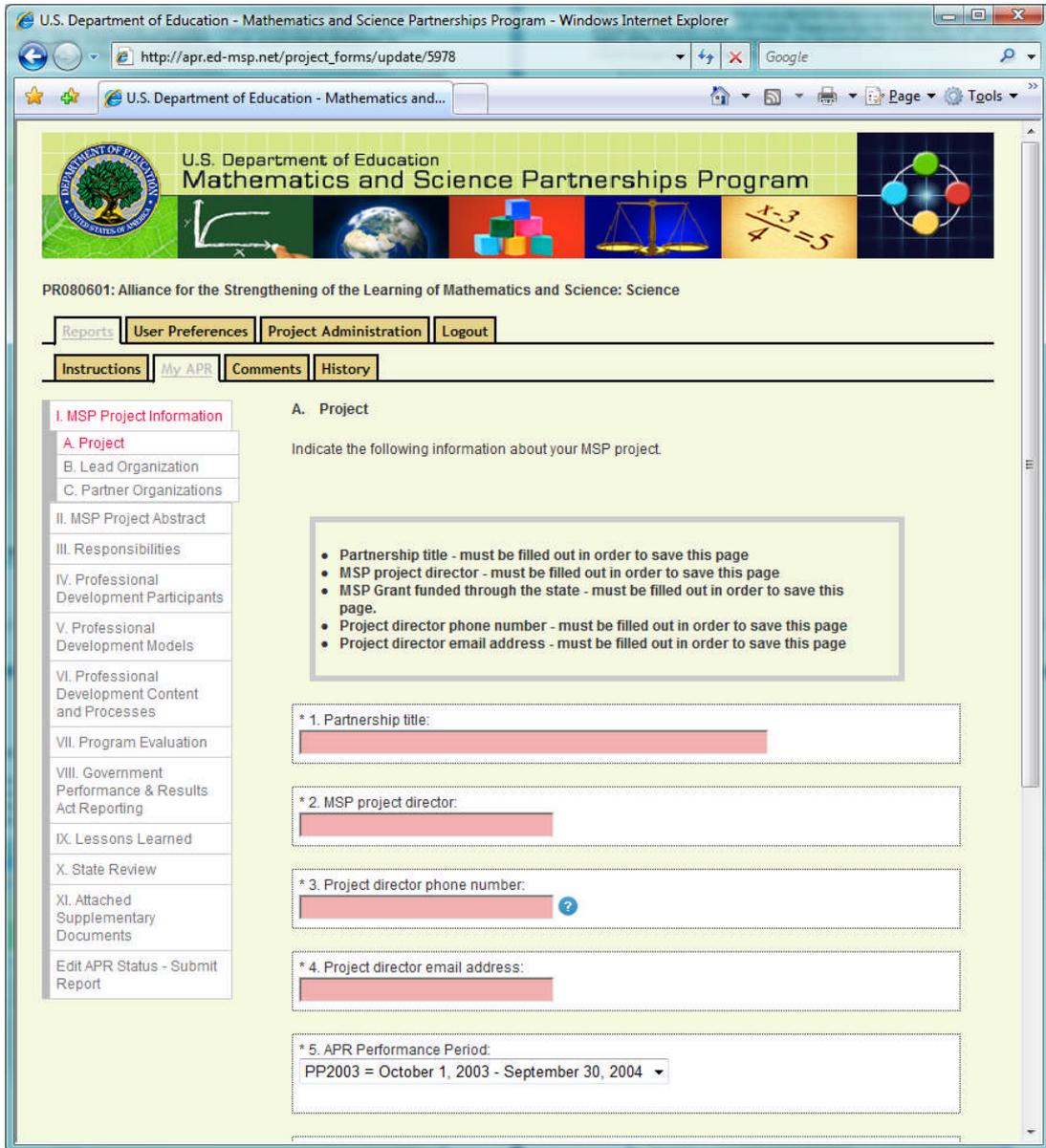


Figure 19: Sample Error Messages

Links at the Bottom of Each Page

At the bottom of each screen page, there are four links that will assist you in maneuvering through the APR system.

- **Previous Form:** Clicking on this link will take you back to the form immediately preceding the form you are currently in.
- **Start of Section:** Clicking on this link will take you to the opening page of the section of the form you are currently in.
- **Next Form:** Clicking on this link will take you to the next form. Be sure to hit the “Save Report” button before moving to a new section of the form.
- **Back to Home:** Clicking on this link will take you to the Home Page. Be sure to hit the “Save Report” button before moving to a new section of the form.
- **Back to top:** Clicking on this link will take you to the top of the form you are currently in.

Attaching Files

There are several places in the APR where you can to attach a file to your report. These places are:

- Section V. Professional Development Models, C. Description of Professional Development Model
- Section VII. Program Evaluation, F. Teacher Findings
- Section VII. Program Evaluation, G. Student Findings
- Section VII. Program Evaluation, H. Impact on Partnership
- Section VII. Program Evaluation, I. Other Impacts
- Section VII. Program Evaluation, J. Upload Report
- Section IX. Lessons Learned, A. MSP Implementation
- Section IX. Lessons Learned, B. MSP Evaluation

To attach a file, click on the **Attach File** link, and browse for the file you wish to attach from your own computer files. When you locate the file, highlight it and click **Open**. Once attached, the name of the file will appear in the space provided. Please note that you are may attach a limit of 5 files, at a total size of 10MB. If you have more than 5 files you would like to attach, directions are provided for zipping files which will compress and combine them.

Downloading a Report

You can download your completed (or partially completed) APR from the system. From the My APR page, click on one of the following links that appear at the bottom of the page: Download as Text, Download as HTML, or Download as CSV. A dialogue box will appear asking whether you would like to Open or Save the file. Save the file to your own computer. For record-keeping, viewing, or printing a report, we recommend using the HTML format.

Submitting a Report to the State

When the report is complete and you have checked to be sure that all the information is accurate, you are ready submit the APR to your State Coordinator. Please note that only the official project director can submit the APR. To submit the report, click on **Change APR Status** beside the appropriate project on your APR homepage. You will see two tabs near the bottom of the table representing two submission options: Submission and Partial Submission. By selecting the **Submission** tab and clicking on the **Submit to State** button, you will submit the report to the State Coordinator and at the same time change the report's status to "Approval Pending." The report will become read-only. You will not be able to edit the report unless you receive an email notifying you that your State Coordinator has requested revisions.

If the report is due to the State Coordinator before all of your data are available, select the **Partial Submission** tab.

Partial Submission can only be used when the following items are missing:

- data on gains in teacher content knowledge; and/or
- student achievement data; and/or
- the evaluation report.

You must complete all of the other sections of the APR before you submit it to the State Coordinator. Upon making this selection, you will be asked to identify which data are missing. When you are finished, click on the **Partial Submit to State** button. This action will submit the report to the State Coordinator and change the status of the report to "Approval Pending| Partial Submission – Incomplete." At this time, most sections of the report will become read-only. You will only be able to edit the sections corresponding to the missing information you identified. When the State Coordinator submits your report to the Department of Education, the status will change to "Partial Approval Granted."

When the missing data become available, you are expected to enter the information and re-submit your completed report. Click **Change APR Status** beside the appropriate project on your APR homepage, fill in the missing data, and uncheck the missing data.

Click on **Submit to State**. At this time, the entire report will become “read-only” unless you receive a message notifying you that revisions are needed.

Report Due Date

State Coordinators set the APR due date according to a formula provided by the Department of Education. Reports are due to the Department of Education 60 days after the end of each year of performance. Based on this date, State Coordinators also determine when APRs must be submitted to them. Please contact your State Coordinator with enquiries regarding APR due dates for specific project reports.

The screenshot shows a web browser window with the URL <http://apr.ed-msp.net/aprs/edit/8197>. The page header includes the U.S. Department of Education logo and the text "U.S. Department of Education Mathematics and Science Partnerships Program". Below the header, there is a navigation bar with "Reports", "User Preferences", and "Logout" buttons. The main content area displays the following information:

State:	Alliance for the Strengthening of the Learning of Mathematics..
Status:	Incomplete
Title:	Alliance for the Strengthening of the Learning of Mathematics and Science: Science

Below the table, there are two tabs: "Submission" (selected) and "Partial Submission". Under the "Submission" tab, there is a large text area and a "Submit to State" button.

At the bottom of the page, there are links for "Back", "Download as html", and "Attach Files". Additionally, there are links for "Back to Home" and "Back to Top". The footer contains the text "ref. OMB No. 1810-0669".

Figure 20: Submit to State

Quick Instructions for Project Directors to Submit an APR to the State

To submit an APR report to your MSP state coordinator, please follow these steps:

- 1) **Only the official project director can submit the APR.** Be sure that you are listed as an official Project Director for the MSP project or notify your state coordinator if an update is needed.
- 2) **From the *Reports* page, select the APR from the list and click on *Change APR Status*.**
- 3) **If you are only missing teacher, student or evaluation data, select the *Partial Submission* tab.** Specify the missing data and click on the button *Partial Submit to State*. When you provide the missing data, you will need to re-submit the report to the state.
- 4) **If the information provided is complete and accurate, select the *Submission* tab and click on the button *Submit to State*.** If you need to edit a report that has been submitted to the state by accident, please contact your state coordinator. He/She will need to change the status to *Revisions Needed* so that you may edit the report again.
- 5) **If your APR status is *Revisions Needed* or *Partial Submission Granted*, and you have made the necessary revisions,** re-submit the report to your state coordinator by following the steps listed above.

Additional Functions Available to State Coordinators

After a Project Director has submitted a report to the State Coordinator, the report's status appears as "Approval Pending" and the report is ready for State Coordinator review. State coordinators can use comments to communicate with Project Directors about any revisions that they should make. In addition to the functions described above, State Coordinators have access to another section of the report, Section X—State Review, and are authorized to submit the report to the Department of Education. These functions are described in the sections below.

Accessing Reports Submitted to State

The **Edit New APR** link, located next to the title of the report that you are reviewing, gives you access to each of the reports that have been submitted to you. To begin reviewing a report, click on **Edit New APR** and then select the **My APR** tab, near the top of the page. This enables you to view each section of the APR and review the report for accuracy and completeness. To access any supporting documents that a Project Director may have uploaded in the report, return to your APR homepage by clicking on the **Reports** tab. From here, click on the **Change APR Status** link, and then click on **Attach Files**.

Section X. State Review

In the State Review section, the State Coordinator completes information about the project's award date, length of award, year of implementation, and whether this is a project's final report.

Begin the Submission Process

After the State Coordinator has completed the following steps for a particular APR:

- reviewed the report,
- entered the appropriate information in Section X,
- made comments if necessary, and

are ready to submit the report or return it to the Project Director for revisions, he/she may click on the **Reports** tab to return to the APR home page, and then click on **Change APR Status** beside the appropriate project. Two tabs will appear near the bottom of the table: **Submission** and **Partial Submission**. Choose **Submission**, unless any of the following information is missing: data on gains in teacher content knowledge, student achievement data, or the evaluation report. At the bottom of each tab, there are two buttons: **Approve** and **Revisions Needed**.

Revisions Needed

If the State Coordinator determines that an MSP APR needs revision, then he/she will select **Revisions Needed** under the Submission Tab. This will change the status of the report to "Revisions Needed" in the list of active APRs, which can be viewed at any time by clicking on the **Reports** tab. This will also generate an email message to inform the Project Director that the APR for the MSP Project in question needs to be revised and will direct him/her to check the **Comments** tab to view the feedback from the State Coordinator.

Partial Submission

After reviewing a report and choosing the **Change APR Status** option from the APR homepage, the **Partial Submission** tab may be selected if there is missing teacher content knowledge or student achievement data required for section **VIII - Government Performance & Results Act Reporting** or if the project is waiting for an evaluator to

submit the external evaluation report for section **VII.J. - Upload Report**. By clicking on the **Partial Submit to ED** button that appears under this tab, the report will temporarily be submitted to the US Department of Education and change the status of the report to “Partial Approval Granted.” However, choosing this option requires the Project Director to re-submit the completed report at a later date, once the data become available.

Upon making this selection, the State Coordinator will be asked to identify which data are missing and provide a **Revised Due to ED Date**. Revised due to ED dates should be agreed upon in coordination with Abt Associates staff (msphelp@abtassoc.com). Please determine a date that will allow enough time for the missing data to become available and for the Project Director to enter the data in the report. After the Project Director re-submits the report with the new information, the State Coordinator needs to review the report before re-submitting the completed report to the US Department of Education.

Submitting a report to the US Department of Education

Once the State Coordinator has selected the **Submit** tab, which can be accessed by clicking on **Change APR Status** next to the report listing on the APR homepage, he/she should click on the **Approve** button to approve the report and submit it to the U.S. Department of Education. Clicking on the Approve button will prevent project staff from making any additional changes, and submit the report to the U.S. Department of Education. This action will automatically change the report’s status to “Approval Granted” in the online system.

If a Project Director submitted a report before all of the project’s data were available, the report’s status appears as “Partial Approval Pending” and the Partial Submission tab is displayed after **Change APR Status** is clicked. A filled in checkbox indicates which data are missing from the report. The following buttons will appear near the bottom of this tab: **Partial Submit to ED** and **Revisions Needed**. Click on **Partial Submit to ED** to temporarily submit the report to the U.S. Department of Education. However, choosing this option requires the Project Director to re-submit the completed report at a later date, once the data become available

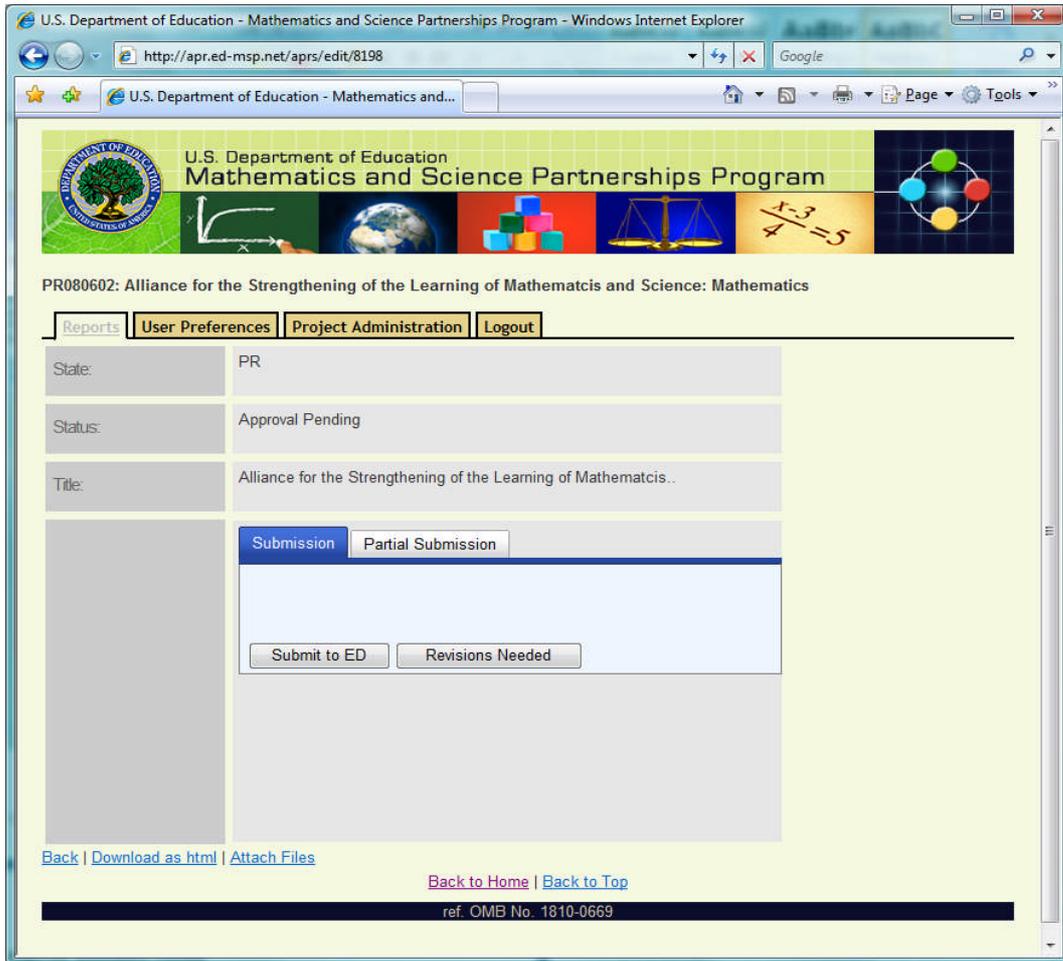


Figure 21: Submit to ED

Quick Instructions For State Coordinators to Submit an APR to ED

To submit an APR report to ED, please follow these steps:

- 1) **Be sure that the APR Status says *Approval Pending*.** Otherwise, notify the project director. The PD will need to officially Submit to State before you can act on the report.
- 2) **From the *Reports* page, select the APR from the list and click on *Change APR Status*.**
- 3) **If you made comments that require revisions from the PD, select the *Submission* tab and click on the button *Revisions Needed*.** This will unlock the report and enable the PD to make the requested changes.
- 4) **If you are only missing teacher, student or evaluation data, select the *Partial***

Submission tab. Specify the missing data and click on the button ***Partial Submit to ED***. Once you chose this option, please notify your program officer at ED. When the PD provides the missing data, he/she will need to re-submit the report to the state.

5) **If the information provided is complete and accurate, select the *Submission* tab and click on the button *Submit to ED*.** If you need to edit a report that has been submitted to ED by accident, please contact your program officer at ED.

6) **If you used *Partial Submission* and are ready to submit the report, click on the button *Submit to ED*.** This will appear under the *Partial Submission* tab. You will notice that no boxes will be checked, indicating that the missing data has been provided.

Getting Help

If at any time you have questions about the reporting form, you may contact the following persons by email.

For questions about the MSP program, legislation, and national policy guidance, contact the U.S. Department of Education:

Pat O’Connell Johnson, Patricia.Johnson@ed.gov
 Miriam Lund, Miriam.Lund@ed.gov
 Jimmy Yun, Jimmy.Yun@ed.gov
 Michelle Meier, Michelle.Meier@ed.gov

For questions about MSP annual reports and submission of annual report data, contact Abt Associates Inc.:

MSP Program Support, msphelp@abtassoc.com

For technical questions about how to use the online reporting form, contact Washington Software, Inc. (WSI):

MSP Website Development, msp@wasoftware.com

MSP Program Officers			
Pat	Miriam	Jim	Michelle
Patricia.Johnson@ed.gov	Miriam.Lund@ed.gov	Jimmy.Yun@ed.gov	Michelle.Meier@ed.gov
(202) 260-7313	(202) 401-2871	(202) 205-4012	(202) 260-0974
Connecticut	Alaska	Alabama	Delaware
District of Columbia	Arizona	Arkansas	Maryland
Maine	Colorado	California	New Jersey
Massachusetts	Florida	Georgia	New York
New Hampshire	Idaho	Hawaii	Pennsylvania
Rhode Island	Kansas	Illinois	West Virginia
Vermont	Minnesota	Indiana	
	Montana	Iowa	
	Nebraska	Kentucky	
	Nevada	Louisiana	
	New Mexico	Michigan	
	North Dakota	Mississippi	
	Oklahoma	Missouri	
	Oregon	North Carolina	
	Puerto Rico	Ohio	
	South Dakota	South Carolina	
	Texas	Tennessee	
	Utah	Virginia	
	Washington	Wisconsin	
	Wyoming		

Appendix A: Additional Instructions about Teachers for Section VIII. Government Performance and Results Act Indicators for MSP Program (GPRA)

Which teachers to include

If the primary target of your project from your response to Question IV B is *individual teachers*, include just those individual teachers; if the primary target is a *schools*, include all of the mathematics or science teachers from the participating MSP school or schools. Report separately for mathematics and science. Some projects will require the use of more than one spreadsheet, one for math and one for science. Once you run a spreadsheet, be sure to save it on your computer and clearly specify the name of the subject (mathematics or science), test, and group of teachers (treatment or control/comparison) in the filename.

How to determine significant gains

To calculate your responses for items 2, 3, 5, and 6 in section 8A, use the electronic spreadsheet supplied by the MSP federal program office.

- The spreadsheet uses a statistical test called a dependent t-test (for 30 or more respondents) or the Wilcoxon signed ranks test (for less than 30 respondents) to calculate, with 85 percent certainty, the number of teachers who showed significant gains on content knowledge tests. You will need to enter each teacher's pre-test and post-test scores on a test of content knowledge into the spreadsheet, and the spreadsheet will produce a report that can be used to respond to items 2, 3, 5, and 6.
- If you did not administer both a pre-test and post-test of content knowledge to any teachers who were the primary target of your project, complete items 1 and 4, enter "0" for items 2 and 5, and enter "NA" for items 3 and 6.
- Grantees who administer more than one test to the same group of teachers should select the most relevant or important test and report the results for that one.
- If you administer more than one type of teacher content knowledge test to different groups of teachers (e.g. an algebra test to algebra teachers and a geometry test to geometry teachers), complete a separate spreadsheet for each test administered and then sum the results to respond to items 2, 3, 5, and 6. Do not include teachers from control or comparison groups in the spreadsheet. Save each spreadsheet that you complete on to your computer and include the name of the test and the group tested in the filename. For example, an MSP project used two tests to assess the content knowledge gains of their mathematics teachers: Test A for middle school algebra teachers and Test B for high school geometry teachers. The project evaluator first entered the pretest and posttest scores for each teacher who took Test A into the spreadsheet and printed the Test A report. She then did the same for Test B and printed the Test B report. The report for Test A showed

that of the 30 algebra teachers with both pretest and posttest scores, 25 had significant gains. The report for Test B showed that of the 40 geometry teachers with both pretest and posttest scores, 35 had significant gains. The project evaluator summed all mathematics teachers with both pretest and posttest scores (30 algebra + 40 geometry) to report "70" for item 2, and then summed all participating mathematics teachers who had significant gains (25 algebra + 35 geometry) to report a "60" for item 3.

- If your evaluation design includes a control or comparison group, complete a separate spreadsheet for the teachers in this group. Save each spreadsheet on your computer and specify whether the teachers listed belong to the treatment or control group in the filename.

Appendix B: Mathematics and Science Partnerships Teacher Content Knowledge User's Guide

Introduction

The Mathematics and Science Partnerships Teacher Content Knowledge (MSPTCK) software is designed to assist grantees to determine the number of teachers who have made significant gains in content knowledge. Specifically, the software produces a report that grantees can use to respond to Annual Performance Report question 8A items 2, 3, 5, and 6, which are shown below:

Mathematics

- 2) Number of teachers with both pretest and posttest in math content knowledge;
- 3) Number of teachers who showed significant gains in math content knowledge;

Science

- 5) Number of teachers with both pretest and posttest in science content knowledge;
- 6) Number of teachers who showed significant gains in science content knowledge.

The software is an Excel spreadsheet designed to operate in Microsoft Excel[®] 2000 or a higher version, for Windows[®]. There is also a version of the spreadsheet for use on Macintosh computers with Excel 2004.

The MSPTCK spreadsheet uses a two-step process to determine which teachers made significant gains. In step 1, the software will perform a statistical test to see if the overall gain score is statistically significant at the 0.15 significance level. When the number of participating teachers is 30 or more, a dependent *t*-test (also known as the paired-samples *t*-test) will be performed. When there are less than 30 participating teachers, a nonparametric statistical test known as the Wilcoxon signed ranks test will be used. A description of the paired-samples *t*-test and the Wilcoxon signed ranks test is provided in Appendix A and Appendix B, respectively.

If the calculated *p*-value for a test is greater than 0.15, it can be concluded that the gain score is not statistically significant for the tested group as a whole or for the individual teachers. All of the teachers in tested groups where the *p*-value of the test statistic is greater than 0.15 belong to the category of “no significant gains.”

If the overall gain score is statistically significant (i.e., *p*-values less than or equal to 0.15), the software will proceed to step 2, which determines the number of teachers in the tested group who made significant gains in content knowledge. Gain scores are computed as the difference between the posttest scores and the pretest scores. Teachers whose gain scores are greater than one-third of the standard deviation of the pretest score will be counted as having made significant gains.

Once step 2 is complete, the software will produce a report for the grantee that shows the counts of teachers with significant gains. Grantees who administer more than one content knowledge test to different groups of teachers will need to run the application separately for each test and then aggregate the results to respond to question 8A items 2, 3, 5, and 6. Grantees who administer more than one test to the same group of teachers should select the most relevant or important test and report that one. For each individual MSP teacher participant, there should be only one set of pretest, posttest, and gain score information.

Running the Spreadsheet

On the web page where you accessed this User's Guide, you should click on the link to the electronic spreadsheet.

You can either save the spreadsheet file or open it directly. When you try to open the spreadsheet file, the following window should appear, except if you are using a PC with Microsoft Excel® 2007. If you are using a PC with Microsoft Excel® 2007 follow the instructions beginning at the top of page 4.



If the window appears, then select the “Enable Macros” button in the pop-up window.

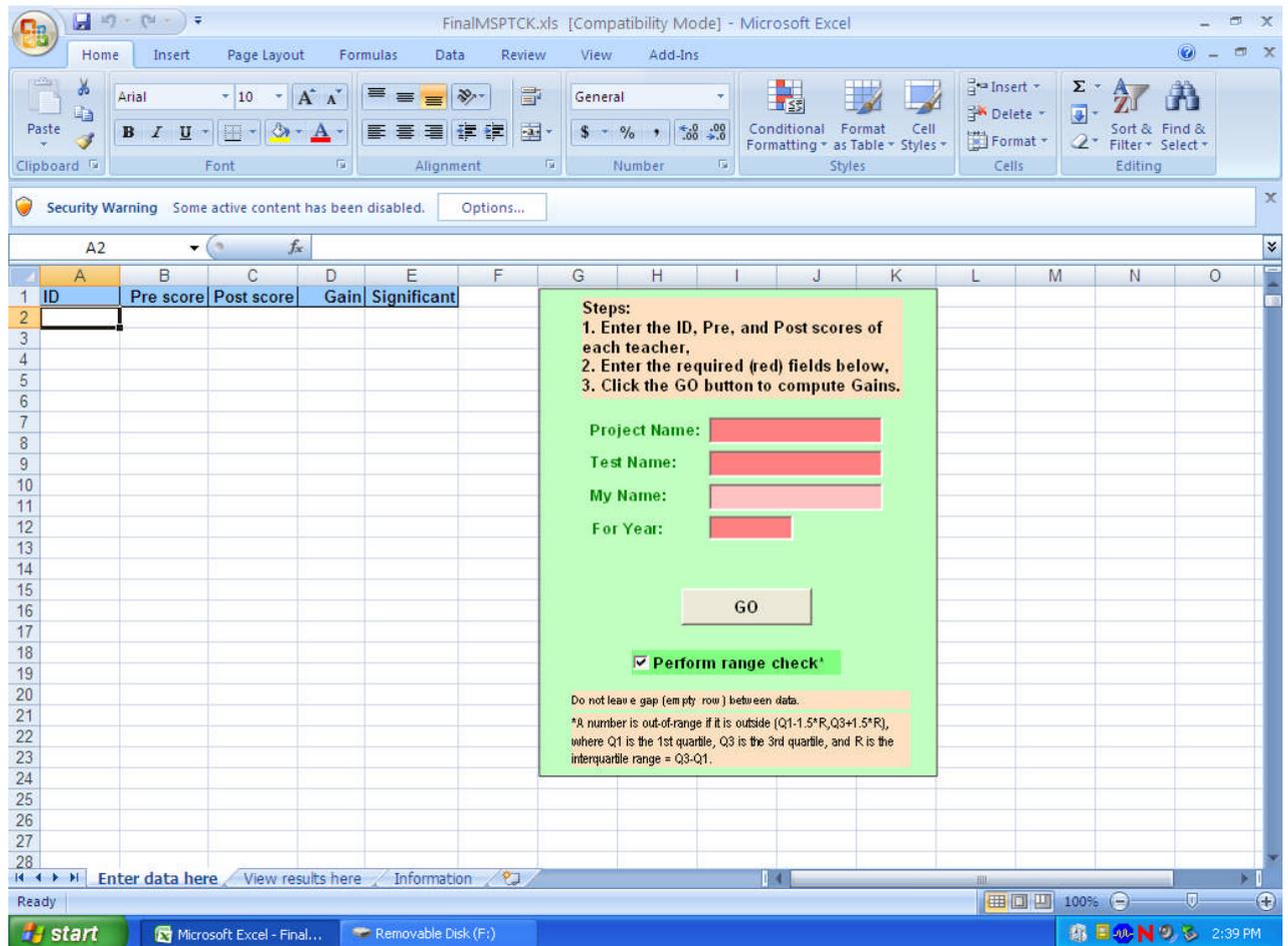
If the window does not appear, open Excel and try these instructions to reset the Excel macro security from High to Medium:

- a. From the **Tools** menu, select **Options**.
- b. Click the **Security** tab.
- c. Press the **Macro Security** button (lower right), which brings up another window.
- d. Select the **Medium** security level and press **OK**.
- e. Press **OK** to close the window.

Then attempt to open the spreadsheet again.

If you still do not see the window with the “Enable Macros” button, then check with your computer staff or internet provider for help getting the spreadsheet past any fire-wall or anti-virus software that may be blocking the macros.

If you are using a PC with Microsoft Excel® 2007, you will see the following screen when you try to open the spreadsheet file:

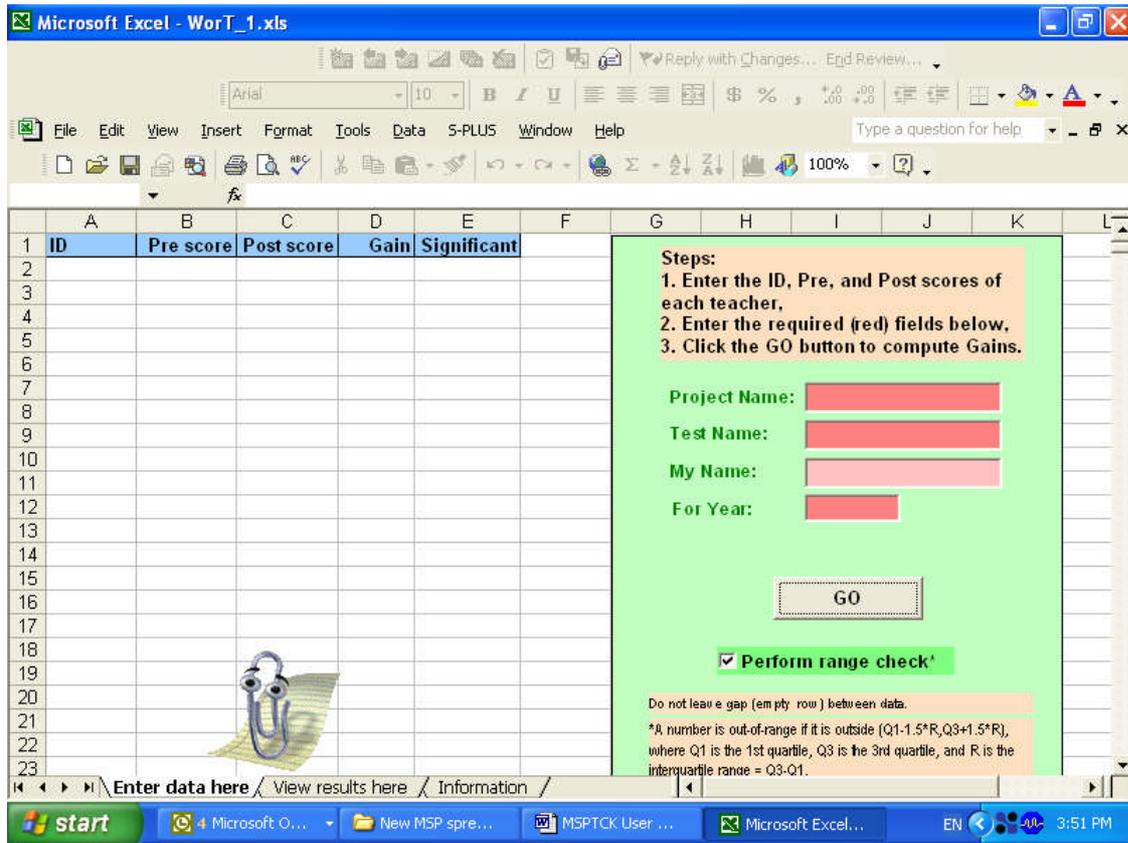


Notice the "Security Warning" bar just above the spreadsheet. Click on the "Options" button and you will see the following screen:



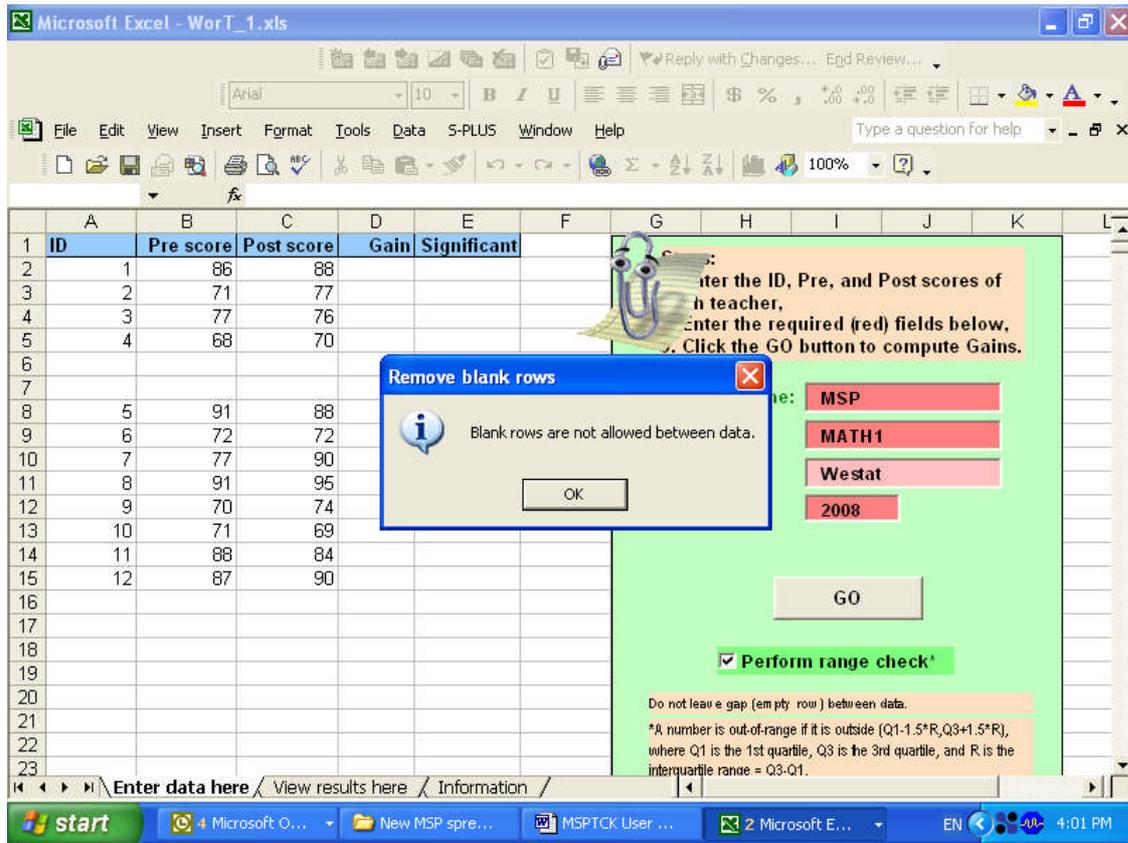
Click on "Enable this content" then hit the "OK" button.

When the macros are successfully enabled and you have the MSPTCK spreadsheet open, you should see three tabs. In addition to the *Enter data here* tab shown below, the spreadsheet contains the tabs *View results here* and *Information*.



Enter data here tab

Beginning in row 2 on the *Enter data here* tab, enter the *ID* number in column A (*ID* is the teacher ID and should be encrypted to prevent linkage to the identity of the teacher), *pretest scores* in column B, and *posttest scores* in column C. Raw scores and standard scores including scale scores, stanines, and normal curve equivalents can be entered in the spreadsheet. Percentile scores and scores in standard deviation units should not be entered into the spreadsheet. If you already have the data in another Excel file, copy and paste the data onto the MSPTCK spreadsheet. Blank rows are not allowed between data. When blank rows are detected, the following message will appear:



Ensure that there are no blank rows in between records. If you have problems with entering data, check the security setting of your Excel program. Follow steps *a* through *e* above.

After you have successfully entered the *ID*, *pretest scores*, and *posttest scores*, enter the *Project Name*, *Test Name*, *Your Name*, and *For Year*, which is the year the data are being reported for, in the red boxes on the right of the screen. The *Project Name* and *Test Name* that you enter will be used as the default file name when saving your data and results files.

You have the option of checking the data for possible out-of-range values. We recommend activating this edit function by leaving the *Perform range check* box checked. The procedure that MSPTCK uses for detecting out-of-range values is described in Appendix C.

Click the **Go** button.

The Macintosh version of the spreadsheet does not have a **Go** button. Instead, hit the **Ctrl** and **Q** at the same time to run the spreadsheet.

Possible out-of-range values are highlighted in yellow. The system provides you with the number of possible out-of-range values. It also prompts you to check the input data as shown below.

The screenshot shows a Microsoft Excel spreadsheet with the following data table:

ID	Pre score	Post score	Gain	Significant
1	86	88		
2	71	77		
3	77	76		
4	68	70		
5	91	88		
6	72	72		
7	77	90		
8	91	95		
9	70	74		
10	71	69		
11	88	84		
12	87	90		

Overlaid on the spreadsheet is a data entry form with the following fields:

- Project Name: MSP
- Test Name: MATH1
- My Name: Westat
- For Year: 2008
- GO button
- Perform range check*

An information dialog box is open with the following text:

Information

There is 1 case that is out of range.
 You can either stop the program and go back to double-check your original data or proceed if you are sure the data is correct.
 Do you want to stop now?

Buttons: Yes, No

At the bottom of the dialog box, there is a note: "There is a gap (empty row) between data. This is out-of-range if it is outside (Q1-1.5*R, Q3+1.5*R), where Q1 is the 1st quartile, Q3 is the 3rd quartile, and R is the interquartile range = Q3-Q1."

If you want to correct the data, click **Yes** and correct the values. After correcting the values, click the **Go** button. If the values are correct, click **No** to proceed.

To test the significance of the overall gain score (computed as posttest score – pretest score) at the 0.15 level, the system performs a paired-samples *t*-test (for 30 or more participating teachers) or a Wilcoxon signed ranks test (for less than 30 participating teachers). If the overall gain score is significant, the system continues to test if the gain score for each individual teacher is significant. Teacher records with significant gain scores are highlighted in red as shown below. A window appears to let you know that the results are ready to be viewed. Click the **OK** button.

The screenshot displays a Microsoft Excel spreadsheet with the following data table:

ID	Pre score	Post score	Gain	Significant
1	86	88	2	No
2	71	77	6	Yes
3	77	76	-1	No
4	68	70	2	No
5	91	88	-3	No
6	72	72	0	No
7	77	90	13	Yes
8	91	95	4	Yes
9	70	74	4	Yes
10	71	69	-2	No
11	88	84	-4	No
12	87	90	3	Yes

The form on the right contains the following fields:

- Project Name: MSP
- Test Name: MATH1
- My Name: Westat
- For Year: 2008
- GO button
- Perform range check*

The information dialog box states: "Your report is now available on worksheet 'view results here'." Below the dialog box, there is a note: "*A number is out-of-range if it is outside (Q1-1.5*R,Q3+1.5*R), where Q1 is the 1st quartile, Q3 is the 3rd quartile, and R is the interquartile range = Q3-Q1."

Before bringing you to the **View results here** tab, the system prompts you to save results in an Excel file with the default name “*Project Name_Test Name.xls*”. Click the **Save** button. The data that you entered in the **Enter data here** tab and the results displayed in **View results here** will be saved. If you click the **Cancel** button, the system will alert you that the data have not been saved, and you will be reminded to save the data when you close the workbook.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

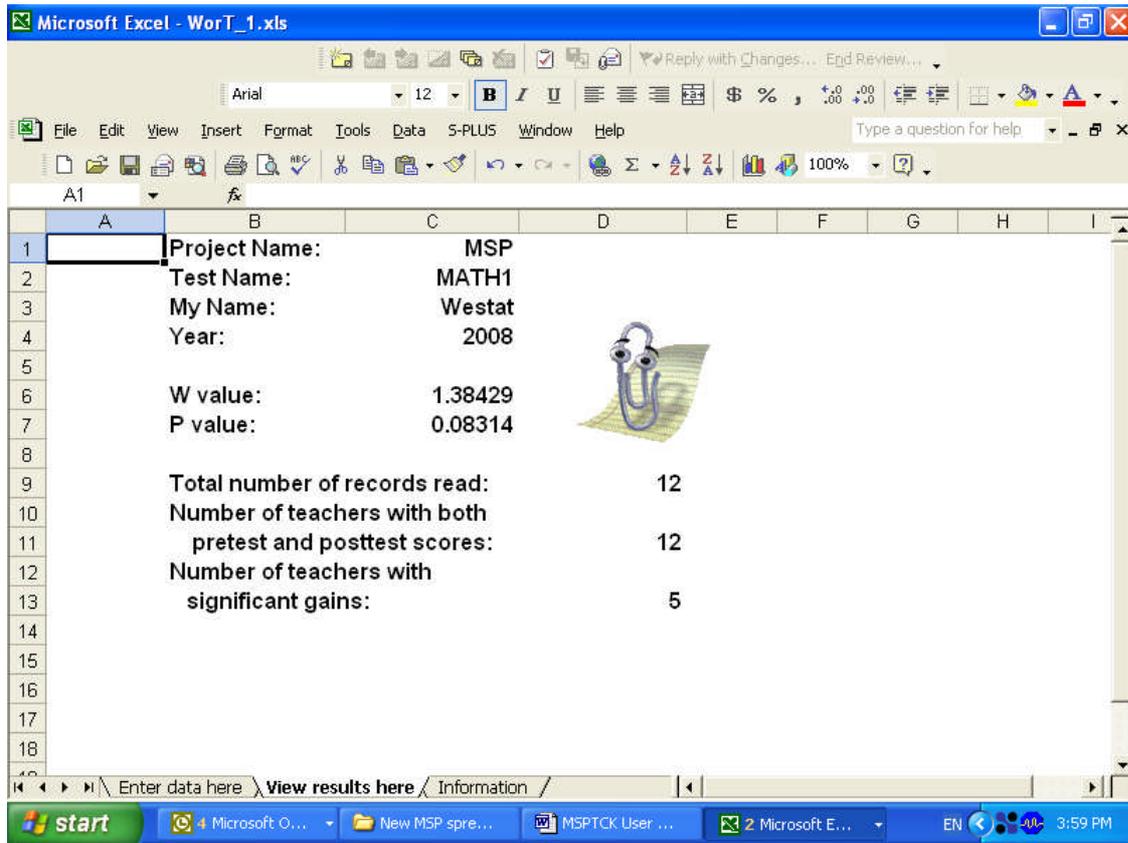
ID	Pre score	Post score	Gain	Significant
1	86	88	2	No
2	71	77	6	Yes
3	77	76	-1	No
4	88	70	2	No
5	91			
6	72			
7	77			
8	91			
9	70			
10	71			
11	88			
12	87			

The spreadsheet includes a green overlay box with instructions: "Enter the ID, Pre, and Post scores of n teacher. Enter the required (red) fields below. Click the GO button to compute Gains." Below the instructions is a "GO" button and a checked checkbox for "Perform range check". A note states: "Do not leave gap (empty row) between data. *A number is out-of-range if it is outside (Q1-1.5*R,Q3+1.5*R), where Q1 is the 1st quartile, Q3 is the 3rd quartile, and R is the interquartile range = Q3-Q1." An "Information" dialog box is open, displaying the message: "Your data has not been saved. You will be asked again to save when closing the workbook." with an "OK" button.

View results here tab

To view your results, click the *View results here* tab. The *View results here* screen displays the following results:

- *Project Name, Test Name, My Name* and *Year* that you entered.
- Test statistic (*t*-statistic for the paired-samples *t*-test or *W* statistic for the Wilcoxon signed ranks test) for testing the overall significance of the gain scores.
- *p*-value for the test statistic.
- Number of records in your input data set.
- Number of records with both pretest and posttest scores. Note that only records with both test scores are included in the computation of the test statistic and the *p*-value.
- Number of teachers whose gain scores are significant.



The above example illustrates the steps that the software will perform when the overall gain score is significant. The following example shows the results for a non-significant overall gain score. When the overall gain score is not significant, the following message will pop up:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

ID	Pre score	Post score	Gain	Significant
1	86	88		
2	71	77		
3	77	76		
4	68	70		
5	91	88		
6	72	72		
7	91	95		
8	70	74		
9	71	69		
10	88	84		
11	87	90		

An information dialog box is open with the following text:

Information

There is not significant improvement for the tested group as a whole, or the individual teachers.

OK

The spreadsheet also contains a form for entering project details:

Project Name: MSP
 Test Name: MATH1
 My Name: Westat
 For Year: 2008

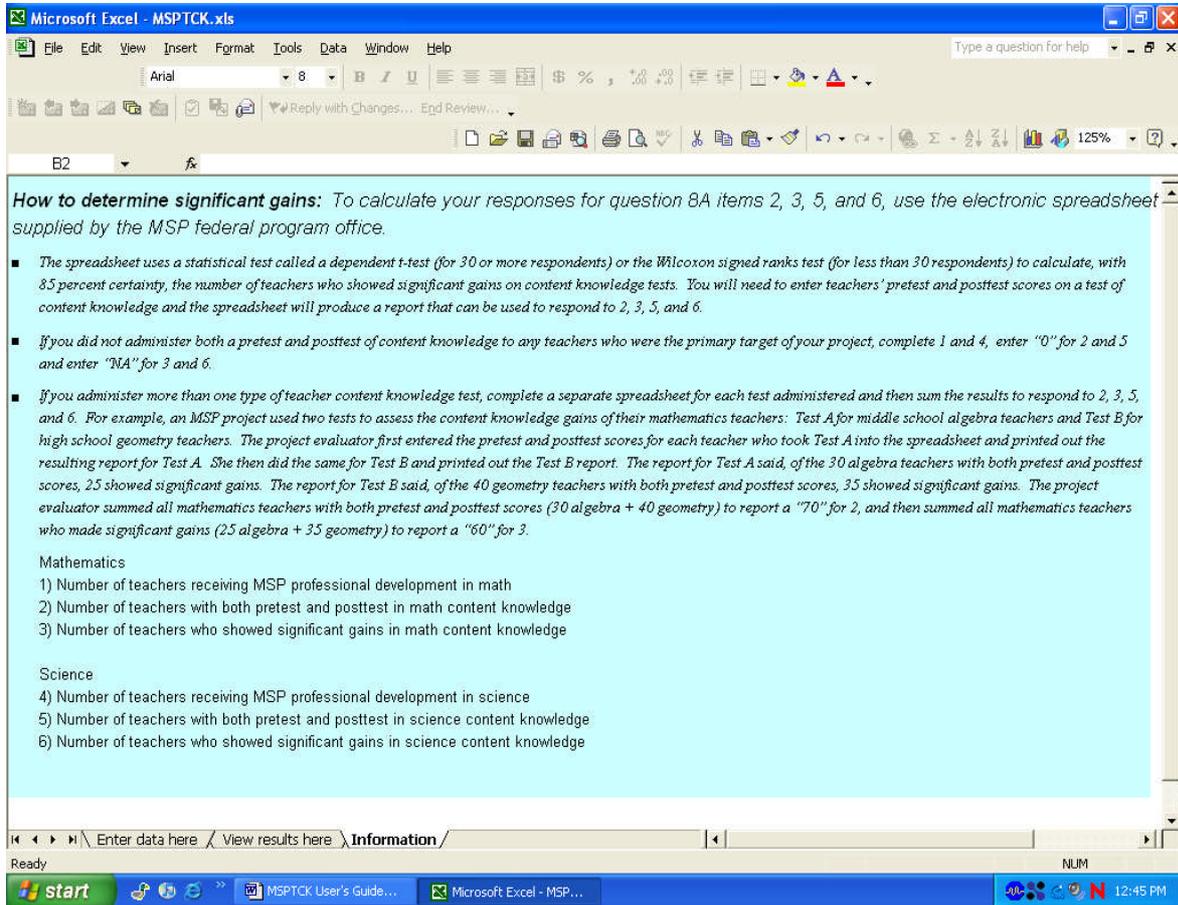
GO

Do not leave gap (empty row) between data.
 *A number is out-of-range if it is outside (Q1-1.5*R,Q3+1.5*R), where Q1 is the 1st quartile, Q3 is the 3rd quartile, and R is the interquartile range = Q3-Q1.

Click the **OK** button. Follow the procedures for viewing results described above. On the **View results here** tab, you will see that the p -value is greater than 0.15, indicating that the overall gain score is not significant.

Information tab

Click the **Information** tab to display the information on how to use the results generated by the MSPTCK spreadsheet for completing question 8A items 2, 3, 5 and 6 of the MSP Annual Performance Report.



Appendix B1: Calculating Significant Gains for 30 Teachers or More

Paired-samples *t*-test

A paired-samples *t*-test is used when the number of participating teachers is 30 or more. In the testing procedure, two hypotheses are stated. The null hypothesis is what we presume to be true, and the alternative hypothesis is what we will accept as true if there is strong evidence to reject the null hypothesis. The null and alternative hypotheses can be formulated as follows:

H_0 : average value of posttest scores = average value of pretest scores.

H_a : average value of posttest scores > average value of pretest scores.

In the paired-samples *t*-test, the test statistic is computed as the difference of the average pretest score and the average posttest score, divided by the standard error of the difference. Based on the *t*-statistic, the test procedure produces a *p*-value that indicates the likelihood of getting an improvement in score due to random chance alone. Since we are testing the hypothesis in one direction (i.e., an increase in posttest score), a one-tail *p*-value will be used. For this study, a *p*-value of 0.15 or less will suggest that the overall gain score is statistically significant.

Let X_{1i} = pretest score for the *i*-th teacher

Let X_{2i} = posttest score for the *i*-th teacher

Let $X_{di} = X_{2i} - X_{1i}$ for the *i*-th teacher

The paired-samples *t*-statistic is:

$$t = \frac{\bar{d}}{s_d / \sqrt{n}}$$

where \bar{d} is the mean of X_{di} ,

s_d is the standard deviation of X_{di} , computed as $\sqrt{\frac{\sum_{i=1}^n (x_{di} - \bar{d})^2}{n-1}}$,

n is the number of pairs with non-missing X_{1i} and X_{2i} .

Appendix B2: Calculating Significant Gains for Less Than 30 Teachers

Wilcoxon signed ranks test

The Wilcoxon signed ranks test is used when the number of participating teachers is less than 30. One of the underlying assumptions of the paired-samples t -test is that the mean of the paired difference scores is normally distributed. For most test score situations, where the scores can be considered as relatively continuous (for example, scores of 0 to 100 on a test), and the number of pairs of scores is fairly large (at least 30 teachers), this assumption can be reasonably expected to be met. If this condition is not met, as would be the case if the number of teachers in the group is small, for example 12 teachers, the paired-samples t -test could be biased. In this situation a nonparametric test should be used. One such nonparametric test that does not require the data to be normally distributed is the Wilcoxon signed ranks test. The assumptions of this test, the hypothesis, the test statistic, and the decision rule are presented below.

Assumptions

- 1) The observed differences between the posttest score and the pretest score (D_i) are mutually independent.
- 2) The distribution of each D_i is symmetric about a common median.
- 3) The pretest and posttest scores are at least interval numbers (can be added and multiplied meaningfully).

Hypotheses

Ho: the posttest score tends to be the same as or lower than the pretest score.

Ha: the posttest score tends to be higher than the pretest score.

Test Statistic

Let X_{1i} be the pretest score for the i -th subject;

X_{2i} be the posttest score for the i -th subject;

D_i be the difference between the posttest score and the pretest score for the i -th subject, i.e., $D_i = X_{2i} - X_{1i}$.

Define R_i , the signed rank, for each pair of scores (X_{1i}, X_{2i}) as follows:

$$R_i = \begin{cases} \text{the rank assigned to } (X_{1i}, X_{2i}) \text{ if } D_i \text{ is positive} \\ \text{the negative of the rank assigned to } (X_{1i}, X_{2i}) \text{ if } D_i \text{ is negative.} \end{cases}$$

The test statistic, W is defined as:

$$W = \frac{\sum_{i=1}^n R_i}{\sqrt{\sum_{i=1}^n R_i^2}}$$

Procedure

1. Compute $D_i = X_{2i} - X_{1i}$.
2. Rank the D_i 's without regard to the sign of D_i (i.e., rank the absolute difference of D_i). Ignore all zero D_i 's. When there are ties, assign the average rank to the ties.
3. Affix the original signs to the rank numbers.
4. Compute W .

Decision Rule

The statistic W can be approximated by a normal distribution. We use the same level of significance (0.15) as the paired-samples t -test. When the p -value for the observed value of W is 0.15 or less, this is considered evidence that the overall gain score is statistically significant.

Appendix B3: Check for Out of Range Values

Range Test

The MSPTCK software includes an option for grantees to check for out-of-range values for pretest scores, posttest scores, and gain scores. The range check is based on the quartiles of your data. The software computes the following statistics:

Q1 = first quartile of your data (the value such that 25% of the values fall at or below this value);

Q3 = third quartile of your data (the value such that 75% of the values fall at or below this value);

Interquartile range (IQR) = $Q3 - Q1$;

Lower bound (LB) = $Q1 - 1.5 * IQR$;

Upper bound (UB) = $Q3 + 1.5 * IQR$.

A value is out of range if it is smaller than LB or larger than UB.

Appendix C: MSP Project Administration Website for State Coordinators

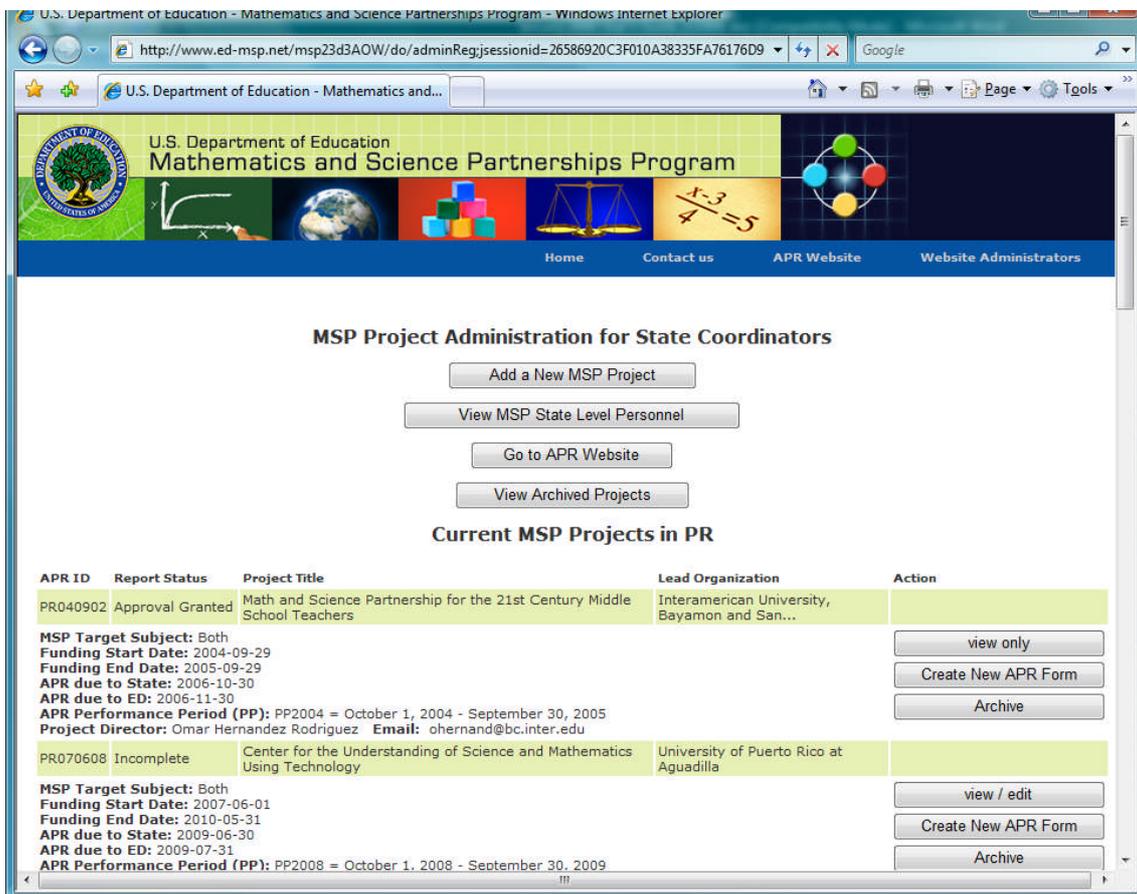
Introduction

The MSP Project Administration Website was created to enable State Coordinators and other approved state-level personnel to manage electronic records for MSP projects in their states and independently update critical project-level information as needed. This guide provides step-by-step instructions for preparing online APR forms for data entry, maintaining accurate project records, and editing APR user information.

Logging In

To access the MSP Project Administration Website, visit the ED-MSP public website located at the following URL: www.ed-msp.net. On the upper-right corner of the homepage, click on **Website Administrators**. Enter your username and password on the login screen.

You can also access this login page from the APR website: <http://apr.ed-msp.net>. Simply click on the tab called **Project Administration** and enter your login information. This brings you your list of current projects on the MSP Project Administration homepage as shown below.



State Level Personnel

The MSP Project Administration Website can only be accessed by State Coordinators and approved state-level personnel. To verify the contact information and access types for state-level personnel, click on the button **View MSP State-Level Personnel** that appears once you have logged in successfully.

The Position column indicates the type of access granted to each person listed. Please be sure that only one person has SEA Status. This person is listed as the official State Coordinator on the public MSP website and is fully responsible for reviewing and submitting completed annual reports to the Department of Education.

To modify information for state-level personnel, please contact your program officer at the U.S. Department of Education. When adding a new person, be sure to specify the level of access required. The three level of access options are as follows:

- *SEA Status* – can read, edit, and submit to the Department of Education
- *Full-Access State Contact* – can read, edit, and comment on APRs
- *Read-only* access

APR Maintenance for State Coordinators Only

To ensure that all current projects have an electronic report available for data entry, you will need to check the list of current MSP projects in your state that appears when you log in. Each record listed represents a project's annual report.

Archiving Records

Records for reports that belong to projects that are no longer active or for reports that have already been submitted and approved by the Department of Education should be archived in an area of the website where they can be accessed later, if necessary. This way, the home page will only display currently active reports.

To archive a record, simply click the **Archive** button that appears in the far right column, and then select one of the following reasons for archiving the report:

- *End of grant cycle* - The project submitted its final APR and is no longer active.
- *Discontinued funding* - Funding was discontinued by the state before the end of the project.
- *Duplicate* - APR was duplicated by mistake and will not be used.
- *APR Approved* - The corresponding APR has been submitted and approved. This information is no longer needed by project or state staff.
- *Other* - please specify:

Archived records can be viewed by clicking on the “**View Archived Projects**” button located near the top of your MSP Project Administration homepage. This will display a list of inactive projects in your state that have been archived for one of the reasons listed above. To return to the list of current projects, simply click on **View Current Projects** at the top of the page.

Create a New APR

Once an annual report is approved by the U.S. Department of Education, the report will become read-only and unavailable for editing. If the submitted report was not the final report for the current grant cycle, State Coordinators must create a new APR so that project staff will be able to access the new report and enter data for the current year.

To create a new APR, click on the **Create a New APR** button, located on the far left column directly above the Archive button. Then confirm the selection by clicking on the **Copy Annual Report** button on the following page. When a new report is created, please make a note of the new Project Code. This information will help identify the new report on the APR website.

Once a new report is created, it is necessary to provide the following information: APR Performance Period¹, APR due to State and APR due to ED dates. Also, please be sure that a project abstract is available and that project staff information is accurate.

To check the newly created report, click on the button **Go to APR Website**. Then enter the title of the project for which you created the report. There are now at least two records for the same project. The record that displays a status of “Approval Granted” represents the report that has been approved, and the record with an “Incomplete” status represents the active report. The approved report should be archived.

Add a New MSP Project

To create APRs for new projects or projects that have re-competed for a new funding cycle, you will need to click on the button called **Add a New MSP Project** and enter the information requested. This information will be used to automatically generate an APR for the new project and create a record in the Project Administration website that can later be viewed or edited from your list of current projects. An automatic email will also be sent to the Project Director to notify him/her that the report is available for editing.

When adding a new project, you will be required to provide the project start date, the name of the lead institution, and a unique project title. For projects that have re-competed, you may use the same title and simply add the tag “(Cycle #)” at the end.

At this time, you will also be asked to provide a project abstract. The Department of Education suggests that you cut and paste the abstract from the proposal into the space provided. This abstract will automatically be made available on the public website at the following location:

¹ The APR Performance Period (PP) refers to the year in which the majority of months of the activities described in the APR take place, where the year is defined as October through September. For example PP2007 = October 1, 2007 - September 30, 2008.

<http://www.ed-msp.net/do/searchCoordinatorByState>. However, it will be replaced once a year by the abstract in the project's Annual Report. Click **OK** when ready. On the next screen, you will need to identify the Project Director. Once you have finished, the project will automatically be assigned a unique Project Code that consists of the state abbreviation, the funding start year, and a random number. It will be accessible from your list of current projects.

Editing Project Information

Once your list of current projects is accurate, you should make sure that all information stored for each project is up-to-date. To view information stored for individual projects, click on **View/Edit** on the far left column next to the appropriate project on your list of current projects. This will bring you to a static view of the project information. Items that need your immediate attention are the APR performance period, the funding start and end dates, APR due dates, and project staff (see below for a detail discussion of these items). To modify any of the project information on this page, click on the button called **Edit Project Information** located near the top of the page.

APR Performance Period

The APR Performance Period is a new field that stores critical information that will be used to distinguish the multiple APRs submitted by projects that span more than one year. This field needs to be filled out for ALL APR reports.

To add this information to an existing report profile, choose the correct performance period from the drop-down menu. The APR Performance Period reflects the year in which the majority of months of the activities described in the APR take place. Please use the definitions for the performance periods in the drop-down menu to guide your selection. Once you are finished, click on **Save and Edit User Information**. Then click on **Save and Return to the list of Current Projects**.

Funding Start and Funding End Dates

The funding start date is required in order to add a new project and should already be filled in. Because the maximum length of grants awarded by the MSP program is three years, the funding end date must be no later than three years after the funding start date.

Some projects that have re-competed for additional funding may display a funding end date that is more than three years after the funding start date. In this case, please create a new MSP project, as explained above, indicating that the project is in the second funding cycle, and archive the existing project because the project has reached the end of its grant cycle.

APR Due Dates

Each MSP project is required to report its MSP activities during each 12-month period after the award of the MSP grant. States have 60 days beyond the end of each 12-month reporting period to submit the annual reports to the U.S. Department of Education. For example, if the award date was September 1, 2005 with a 12-month performance period, the annual report for this project

would be due to the U.S. Department of Education by October 31, 2006. Please use the chart below to determine your projects' due dates.

Award Date	Performance Period	Due to State	Due to ED
Determined by State Departments of Education	Award date + 12 months	To be determined by State Departments of Education	Award date + 12 months + 60 days

Because the award dates differ among grantees, the due dates also vary.

Please remember: The report focuses on the MSP project activities conducted during the 12-month reporting period, i.e., the most recent 12-month cycle from your grant award date.

When creating a new MSP Project or Report, always review the APR due to ED and APR Due to State dates for accuracy. The APR Due to ED field is required for all reports and will serve as an indicator of timeliness in reporting. Reminder emails will be sent to Project Directors and State Coordinators based on the APR Due to ED date provided. The APR Due to State field reflects the internal deadline set by the State Coordinator. This date should precede the APR due to ED date and allow sufficient time for State Coordinators to review the completed report, make comments, and request revisions before the report is due to the US Department of Education.

Once the APR due to ED and APR due to State dates are set for a project, this information becomes available on the public website in the following URL:

<http://www.ed-msp.net/do/searchCoordinatorByState>.

Editing Project Staff

To add or modify a project staff member, click on the **Save and Edit User Information** button towards the bottom of the Edit Project Information screen.

On this page, you will see a description of the three access types:

- *Project Director* – can read, write, and submit reports to the State (maximum of 2)
- *Project Contact* – can read and edit reports
- *Read-only access*

This description is followed by a row corresponding to each of the three access types. Because at least one Project Director is required to add a new MSP project, at least one Project Director should already be filled in and no additional spaces for Project Directors will be visible. To add a staff member, enter the person's name and contact information next to the appropriate access level. To delete staff members, simply delete them from this list. When you are finished, click on either the **Save and Add More Staff** button or the **Save and return to the list of current projects** button. To add a second Project Director, for example, simply click on the button **Save and Add More Staff** near the bottom of the page, and a new row for additional staff members will appear.

Adding staff members on this page will automatically grant them access to the project's APR website. Any listed Project Directors or contacts that are new to the MSP Program will receive an email with their username and password. Any Project Directors or staff previously assigned to an MSP Project will receive an email to notify them when they are assigned to a new project or if their type of access has changed.

Project-level staff cannot view or edit information on this website, therefore Project Directors must contact the State Coordinator when any project staffing changes occur. The names and roles of all project staff members are visible to Project Directors in the Report Users tab of the APR website. The name of the Project Director identified in the PD1 field will be visible to the public on the MSP website at the following URL: <http://www.ed-msp.net/do/searchCoordinatorByState>. Please encourage projects to inform you of any staff changes.