

# How to Access and Print the District and Campus AYP Data Tables

## Before You Start

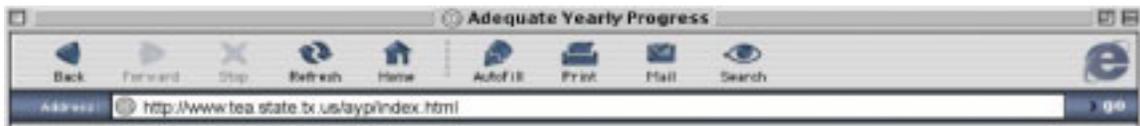
All of these data tables are saved as PDFs (Portable Document Format) and require you to have Adobe™ Acrobat Reader software installed on your computer in order to access and view your reports. Adobe Acrobat Reader is a free download, available at [www.adobe.com/acrobat](http://www.adobe.com/acrobat) (look for the link to “Free Acrobat Reader”). We recommend downloading the latest version.

We also recommend downloading the latest versions of your browsers (*e.g.*, Internet Explorer, Netscape Navigator, etc.). The latest versions are free and can be downloaded from the browser desktop.

Contact your computer technician if you are uncertain how to download the current versions of your browser or Acrobat Reader.

## Open Your Browser (usually Internet Explorer or Netscape Navigator)

1. Type <http://www.tea.state.tx.us/ayp/index.html> into the address line on the browser, press enter on your keyboard, then click on the district and campus links to access your reports.
2. The search page allows for searches of district or campus AYP reports. Follow the prompts for either the district or campus searches.



## Prompts For District Search

1.  Report for **District only**
  - Reports for **all Campuses** within a selected district.
2. **How do you wish to search?**
  - District Name (full or partial name)
  - District Number
  - District by County Name (full or partial name)
  - District by Region Number

**3. Enter the appropriate name or number:**

When entering the district name, do not include the type of district (ISD, CISD).

For example, enter Houston, not Houston ISD.

When entering the county name, do not include the word “county.”

When entering the region number, use two digits, for example, enter 03 for region 3.

- 4.** After clicking on the **continue** button, most of the data tables requested will open immediately if the full name or partial name is typed in the text field.

If you partially type a District Name or Number, mistype a District Name or Number, or request a search by County Name, or by Region Number, a list of links will appear on the next page after clicking on the **continue** button. Click on your district’s link from this list to access the data tables requested. If you cannot find your link, restart your search.

## Prompts For Campus Search

**1. How do you wish to search?**

- Campus Name (full or partial name)
- Campus Number
- Campus by District Name (full or partial name)
- Campus by County Name (full or partial name)
- Campus by Region Number

**2. Enter the appropriate name or number:**

When entering the campus name, do not include the type of campus (EL, JH, HS).

For example, enter Travis, not Travis EL.

When entering the district name, do not include the type of district (ISD, CISD). For example, enter Houston, not Houston ISD.

When entering the county name, do not include the word “county.”

When entering the region number, use two digits, for example, enter 03 for region 3.

- 3.** After clicking on the **continue** button, most of the data tables requested will open immediately if the full name or correctly spelled name is typed in the text field.

If you partially type a Campus Name or Number, mistype a Campus Name or Number, or request a search by District Name, by County Name, or by Region Number, a list of links will appear on the next page after clicking on the **continue** button. Click on your campus’ link from this list to access the data tables requested. If you cannot find your link, restart your search.

4. These reports are generated on demand. With a high-speed internet connection and normal internet traffic, a report should only take a few seconds to generate. Slower connections and very high levels of traffic may result in a longer wait. DO NOT HIT “STOP” AND RESUBMIT YOUR REQUEST. This will restart the processing and create additional traffic for the internet network connection.
5. Depending on your computer setup, the browser may prompt you to save the report onto a disk or hard drive, or it may open automatically through your internet browser. It is important to save reports you plan to view more than once onto your own computer or onto a removable disk. This will give you instant access to the reports and will not leave you dependent on your internet connection. You can save a report from the Acrobat window by clicking on the “disk” icon (refer to the illustration on the page 4.)
6. Once you have the reports open on your computer, you are ready to print. The data tables have been designed to allow for double-sided printing. Each district and campus data table is three pages long when printed double-sided.

## **Accessing and Printing Frequently Asked Questions**

The following questions and answers were compiled from the comments of district personnel.

### **Definitions**

**Q:** What is a PDF?

**A:** A PDF (Portable Document Format) is an exact replica of the original data table. PDFs preserve the fonts, images, graphics, formatting, and layout of any original document regardless of the software and platform used to create it. Anyone with an Adobe™ Acrobat Reader can view these printable files. The PDF files of the data tables are created from a document that can be printed on 8-1/2 x 11 paper. These files can also be easily saved to your hard drive or to a disk and reopened later, with no change to the appearance. To open these files, we recommend that you use the most current version of Acrobat Reader available as a free download.

### **Opening Files**

**Q:** This is taking way too long! The internet shouldn't take more than a few seconds to run something. How can I make this work faster?

**A:** The procedure for creating the PDF files may take time because the files are created when they are requested. That is, the AYP data tables are not stored in the memory on a computer server; each report (or group of reports) is generated dynamically from a common database. On a fast connection, a PDF report for a single district should take a few seconds. Please note that once you open a file, it is simple to save it to your computer. From your hard drive, flash drive, or CD, the PDF will open very quickly.

**Q:** I waited a long time for a report to open and got an error message. What happened?

**A:** This happens because the file took too much time to load and your system “timed out.” Although we have greatly improved the download speed on our end, we

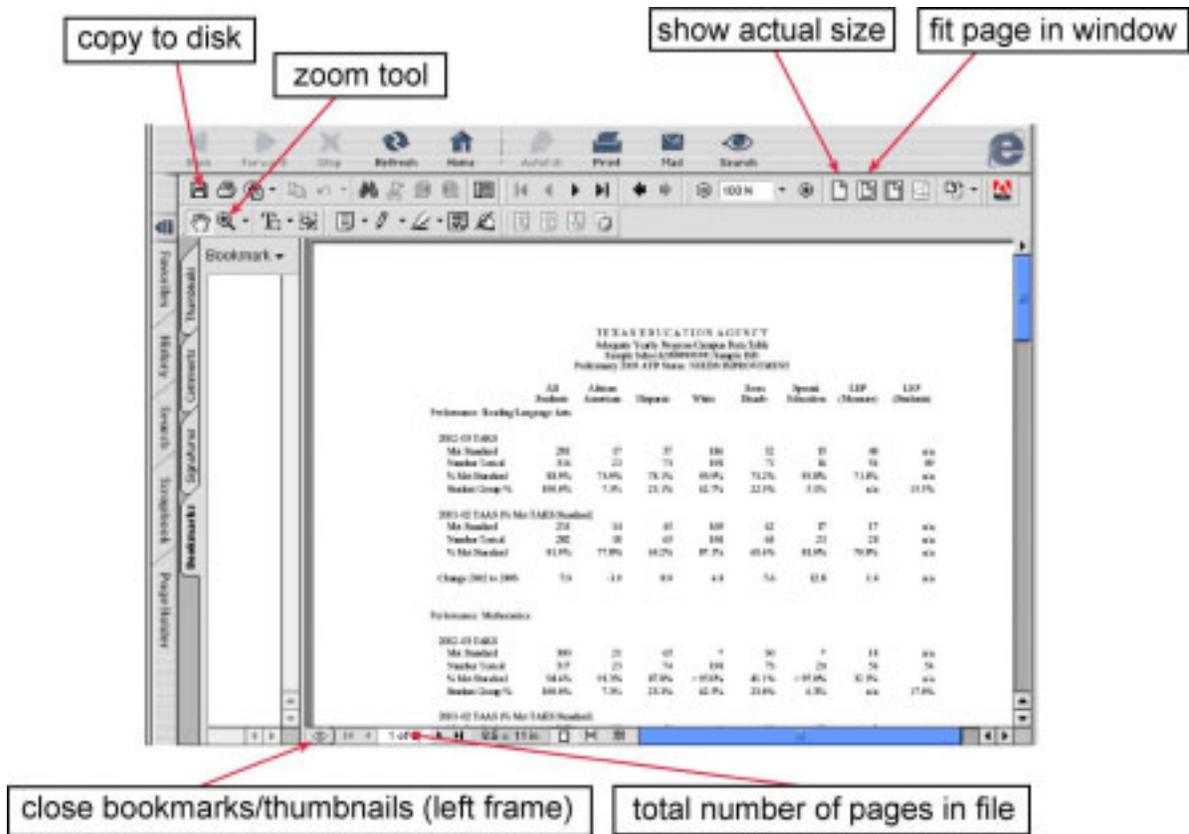
know that some internet connections still have problems in downloading large numbers of campus data tables.

If you are still having problems, contact the Division of Performance Reporting at [perfreport@tea.state.tx.us](mailto:perfreport@tea.state.tx.us). We will send your data tables by e-mail, or we will print and mail the copies to you.

### Saving and Copying Files

**Q:** How do I save and copy a PDF file from my browser to my hard drive or removable disk?

**A:** Simply click on the “disk” icon on the screen, usually in the upper left corner of your browser’s desktop.



### Small Image

**Q:** I opened a report for my district, but the image on my screen is too small for me to read. Do I have to print it in order to be able to look at it?

**A:** No, Acrobat Reader allows the viewer to zoom in easily. Here are a few tips:

Close the left frame if your Acrobat software preference is set to open your document with bookmarks appearing, (this is the frame that says bookmarks or

thumbnails): Click on the double-arrow button at the bottom of the screen (see diagram above), or place the cursor on the line just to the left of the report area and drag it all the way to the left. Your report will span the screen width.

Click on the “show actual size” button. This displays the report at 100%. If 100% is not big enough, select the zoom tool (which looks like a magnifying glass). Each time you click on the report with the zoom tool, it gets incrementally larger. You can also use the zoom tool to enlarge a small part of the report, by clicking and dragging the tool diagonally to “box” the area you wish to see.

### **Printing Files**

**Q:** I successfully printed the PDF version, but bits of the type were cut off around all edges. How do I get it to print a little smaller?

**A:** Some printers need a wider margin than what the PDF file offers. In your print menu, you should have an option to “shrink to fit” or “scale to fit.” Many printers also allow the user to reduce the size by a certain percent, such as 90%.

### **Report Size**

**Q:** I downloaded all the campuses in my district. How can I tell how many pages are in the file I downloaded?

**A:** Acrobat Reader shows how many pages are in your file at the bottom of the screen (see diagram above). It also lets you know what page you are on, *e.g.* page 1 of 50. Each district and campus report is two pages long.

### **Printing a Single Campus Data Table**

**Q:** I downloaded the PDF for all campuses within my district. I don’t want to print everything if I only need one campus. How can I tell which pages are for a specific high school?

**A:** You have the option to print a report for a single campus on the campus search page. If you downloaded the PDF with all campuses within a district, the campuses are arranged in campus ID number order (typically, high schools first, then middle schools, then elementary). You can scroll through the file to find the first and last page for a campus, and then send only those pages to print. (Refer to the illustration on page 4 to see where page numbers are shown on the Acrobat Reader screen.

### **HTML Data tables**

**Q:** Why are there no HTML versions of the data tables?

**A:** Currently, there are no plans to provide HTML versions of the AYP district and campus data tables.

### **Blank Screen**

**Q:** I went through all the steps and waited, but what opened was a BLANK screen.

**A:** We have noticed this problem occurs occasionally with the internet browsers. Try clicking on “Refresh” or “Reload” located on your browser’s desktop once your

browser has completed downloading. This should bring the image up. If it still does not come up, try searching for the district or campus by number or county. You might also consider using another browser to open the data table.

### **Other Screen Problems**

- Q:** The page opens, but parts of the page won't display properly. Sometimes white squares or rectangles overlay the text and graphics.
- A:** This problem occurs occasionally when several windows or software applications are open simultaneously. Try closing the other windows, closing the other applications, refreshing the screen, clearing the browser cache, and closing then reopening the internet browser. Also, try downloading the most current version of your browser or Acrobat Reader. Contact your computer technician if you are uncertain how to do this or need further assistance.

If problems persist, contact the Division of Performance Reporting at [perf rept@tea.state.tx.us](mailto:perf rept@tea.state.tx.us). We will send your data tables by e-mail, or we will print them and mail the copies to you.