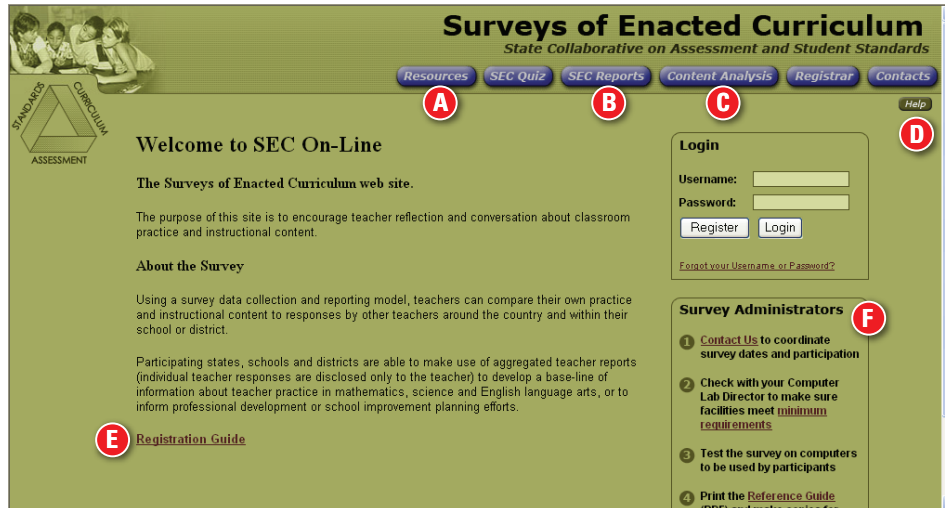


Surveys of Enacted Curriculum QUICK REFERENCE GUIDE

FOR PROJECT ADMINISTRATORS & LEADERS



A RESOURCES - Links to research, SEC brochures, guides and printable paper surveys

B SEC REPORTS - Once logged in, click here to access the Report Generator to look at data

C CONTENT ANALYSIS - Content analysis procedures and content maps of assessments and standards

D HELP - System requirements, links to download browsers and Macromedia Flash, release notes (site updates), Report Generator tutorial, and support form for reporting errors

E REGISTRATION GUIDE - A step-by-step guide for teachers to use when they take the survey

F BEFORE ADMINISTERING THE SURVEY - Key steps to follow before teachers take the survey

I WANT TO

Set up my SEC project and I have my administrator login information

Try the survey as a non-affiliated member

Find cognitive demand and topic lists

WHAT TO DO

- (1) Enter your username and password under login
- (2) Click "login"
- (3) You're now at the SEC Administration page where you can set up group registration, see who has registered, who has completed the survey, access the Report Generator and more

- (1) Click on "Registrar" button at the top
- (2) under "Not Registered?" select "Non-affiliated member" from pulldown menu
- (3) Click "Register"
- (4) Enter fields for non-affiliated

- (1) Click "Content Analysis" button at the top
- (2) Click on the "content analysis procedures" link

www.seconline.org

Surveys of Enacted Curriculum QUICK REFERENCE GUIDE

SEC ADMINISTRATOR – REPORT GENERATOR

The screenshot shows the 'Report Generator' page of the SEC Administrator. It features a navigation bar with links for 'SEC Home', 'Resources', 'SEC Reports', 'Group Setup', 'Registration', and 'Contacts'. The main content area includes two columns of selection options for 'Left Chart' and 'Right Chart'. Callouts A-F are placed over various dropdown menus: A (Subject), B (Chart Type), C (Chart Format), D (Administration Year), E (Data Selection), and F (Group, District, School, and Reported By).

A SELECT SUBJECT - Select one of three content surveys: Math, Science or ELAR

B SELECT CHART TYPE - Contains a list of all the survey sections the teacher completed. Scales appear first, followed by instructional practice sections and instructional content

C CHART FORMAT INFO - Explains the different ways data can be displayed (chart formats) and how to interpret them: floating bar charts for instructional practice, contour maps and tile charts for instructional content

D ADMIN YEAR - Select the year the surveys were taken. This becomes critical when comparing data from two different years

E DATA SELECTION - For instructional practice charts, choose "Region, District or School" or "State Data" for comparison. For instructional content, state standards and assessments (content analyzed) are also available.

F NARROWING YOUR DATA - Group, district and school selection and "Reported by" helps you be more specific about the data selections you make. These options are available only when "Region, District or School" is selected.

I WANT TO

Look at a specific grade

WHAT TO DO

- (1) Make your selections in the Report Generator
- (2) Click "submit"
- (3) A chart will be displayed based on your data selections
- (4) Under "Report by", choose a grade-level span for instructional practice charts or a specific grade for instructional content charts.
- (5) Click "update"

QUICK REFERENCE GUIDE

REPORTING TOOL – READING THE CHARTS

FLOATING BAR CHART – Instructional Practice

**Instructional Activities in Mathematics
By Grade Level**



What percentage of mathematics instructional time in the target class do students:

