



MEMORANDUM

DATE: August 10, 2009
TO: District Assessment Coordinators
FROM: CTB/McGraw-Hill FCAT Team
SUBJECT: Spring 2009 FCAT Demographic Secure Report File Sharing Process

The purpose of this memorandum is to provide information about the CTB/McGraw-Hill Secure Report File Sharing process. The Secure Report File Sharing application can be used to access your Spring 2009 FCAT Demographic Reports and allows you to view and download your Spring 2009 FCAT reports.

The Demographic Reports will be available beginning Wednesday, August 12, 2009, at 12:00 noon, EDT. These reports will be provided **only** in an electronic file for download this year. District Demographic Results Files with demographic fields that correspond to Survey 3 are also available through secure file sharing, as well as the Disaggregated Summary File with values matching the totals on the PDF versions of the Demographic Reports.

Important Points:

- To access the Secure Report File Sharing application, you will need your Navigator user name and password. If you need a user name and password, please contact a member of the CTB/McGraw-Hill FCAT Customer Service Team at 888.282.FCAT (3228).
- In order to use the Secure Report File Sharing, you will need one of the following Web browsers: Microsoft Internet Explorer 6.0 or greater; Netscape 7.1 or greater; or Safari 1.2. If your browser is not a supported version, the Secure Report File Sharing system will direct you to a location where you can get a free, updated browser. Please contact your local technology administrator if you need assistance accessing the browser upgrades.
- You will need the Java plug-in to access your demographic reports. The user guide instructs you how to install the Java plug-in.

Questions and Troubleshooting

If you need additional information or have any questions regarding access to the CTB/McGraw-Hill Secure Report File Sharing system, please contact a member of the CTB/McGraw-Hill FCAT Customer Service Team at 888.282.FCAT (3228) or FCAThelpdesk@ctb.com.