



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

Fax 307-777-6719

Website [www.k12.wy.us](http://www.k12.wy.us)

---

## MEMORANDUM NO. 2007 - 163

**TO:** School District Superintendents  
Curriculum Coordinators  
PAWS Coordinators  
Title I Coordinators  
Principals

**FROM:** Laurel Ballard, Supervisor for Accountability *LB*  
Lesley Wangberg, Director of Assessment  
Standards, Assessment and Accountability Unit *LW*

**DATE:** October 5, 2007

**SUBJECT:** Proficiency Assessments for Wyoming Students (PAWS)  
Information

---

### Urgent Information to Share

The School and District PAWS Reports from Harcourt are available on the Harcourt File Centre. In accordance with FERPA, the Superintendent from each district must make the determination as to who in the district can have access to these reports. The **Superintendent** must send the Wyoming Department of Education (WDE) the following information for individuals receiving permission to access the PAWS reports from the Harcourt File Centre:

- Name
- Title
- Email address
- Phone number

Please send this information to Melissa Irvine at [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us). Please do not contact Harcourt directly with this information. In order to maintain control over who has access to district, school, and student level data, all of the requests for new access must be made to the Standards, Assessment, and Accountability Unit of the WDE. **The WDE will not request a release of usernames or passwords allowing access to the PAWS reports if they are not listed on the WDE's record of approved personnel.**

All superintendents have usernames and passwords for access into Harcourt's File Centre that were assigned previously. If a superintendent needs help with their username and password to access the reports on Harcourt's File

School District Superintendents  
Memo No. 2007-163  
October 5, 2007  
Page 2

Centre, please contact **Harcourt's E-Support Customer Service at 1-800-586-1107**. They will be able to help provide usernames and reset passwords.

The attached document provides instructions on how to access the Harcourt File Centre. They include details about how to download the reports as well. The reports located on this site include:

- District Summary and Demographic Reports
- School Summary and Demographic Reports
- Traffic Signal Student Roster Reports
- Student Level PAWS data file and Layout File

If you have any questions please call Melissa Irvine at 307-777-8568 or [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us).

LB:al

Attachment

## Logging into the Harcourt File Centre

1. Go to <http://workspace.wamnet.com/~hafilecentre/>
2. Select “User Name” and type the user name provided to you by Harcourt Assessment.

Customer Log In:	Instructions:
<p>* User Name</p> <input type="text"/>	<p>If you already have an online account with Harcourt File Centre, log in using your User Name and Password provided for you. Click <a href="#">here</a> for specific instructions on logging on to this site.</p>
<p>* Password</p> <input type="text"/> <p>(Passwords are case sensitive.)</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	
<p>Some files require the use of the WinZip® utility. Click <a href="#">here</a> to download and install a free evaluation version of this product.</p>	<p><b>Not an Online Customer Yet?</b></p> <p>Setup an online account with Harcourt File Centre to use all our convenient site features and checkout quickly.</p> <p><input type="button" value="Request Account"/></p> <p>Setting up an online account is quick and easy. You just email our Account Manager and request an account. Please be sure to enter your information.</p>
<p>This site is optimized for Internet Explorer 5.5 and above. <a href="#">Download the latest version here.</a> WinZip is a registered trademark of WinZip International LLC. Harcourt Assessment, Inc.   19500 Bulverde Road   San Antonio, Texas 78259 Copyright © 2006 Harcourt Assessment, Inc. All rights reserved.</p>	

3. Select “Password” and type the password provided by Harcourt Assessment. Please remember that passwords are case sensitive and should be typed precisely as given.

Customer Log In:	Instructions:
<p>* User Name</p> <input type="text"/>	<p>If you already have an online account with Harcourt File Centre, log in using your User Name and Password provided for you. Click <a href="#">here</a> for specific instructions on logging on to this site.</p>
<p>* Password</p> <input type="text"/> <p>(Passwords are case sensitive.)</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	
<p>Some files require the use of the WinZip® utility. Click <a href="#">here</a> to download and install a free evaluation version of this product.</p>	<p><b>Not an Online Customer Yet?</b></p> <p>Setup an online account with Harcourt File Centre to use all our convenient site features and checkout quickly.</p> <p><input type="button" value="Request Account"/></p> <p>Setting up an online account is quick and easy. You just email our Account Manager and request an account. Please be sure to enter your information.</p>
<p>This site is optimized for Internet Explorer 5.5 and above. <a href="#">Download the latest version here.</a> WinZip is a registered trademark of WinZip International LLC. Harcourt Assessment, Inc.   19500 Bulverde Road   San Antonio, Texas 78259 Copyright © 2006 Harcourt Assessment, Inc. All rights reserved.</p>	

4. Select the “Submit” button to access your File Centre account.

Customer Log In:	Instructions:
<p>* User Name</p> <input type="text"/>	<p>If you already have an online account with Harcourt File Centre, log in using your User Name and Password provided for you. Click <a href="#">here</a> for specific instructions on logging on to this site.</p>
<p>* Password</p> <input type="password"/> <small>(Passwords are case sensitive.)</small>	
<p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	<p><b>Not an Online Customer Yet?</b></p> <p>Setup an online account with Harcourt File Centre to use all our convenient site features and checkout quickly.</p> <p><input type="button" value="Request Account"/></p> <p>Setting up an online account is quick and easy. You just email our Account Manager and request an account. Please be sure to enter your information.</p>
<p>Some files require the use of the WinZip® utility. Click <a href="#">here</a> to download and install a free evaluation version of this product.</p>	
<p>This site is optimized for Internet Explorer 5.5 and above. <a href="#">Download the latest version here.</a> WinZip is a registered trademark of WinZip International LLC. Harcourt Assessment, Inc.   19500 Bulverde Road   San Antonio, Texas 78259 Copyright © 2006 Harcourt Assessment, Inc. All rights reserved.</p>	

5. If either the user name or password is typed incorrectly, select the “Reset” button to clear the information and repeat steps 2–4.

Customer Log In:	Instructions:
<p>* User Name</p> <input type="text"/>	<p>If you already have an online account with Harcourt File Centre, log in using your User Name and Password provided for you. Click <a href="#">here</a> for specific instructions on logging on to this site.</p>
<p>* Password</p> <input type="password"/> <small>(Passwords are case sensitive.)</small>	
<p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	<p><b>Not an Online Customer Yet?</b></p> <p>Setup an online account with Harcourt File Centre to use all our convenient site features and checkout quickly.</p> <p><input type="button" value="Request Account"/></p> <p>Setting up an online account is quick and easy. You just email our Account Manager and request an account. Please be sure to enter your information.</p>
<p>Some files require the use of the WinZip® utility. Click <a href="#">here</a> to download and install a free evaluation version of this product.</p>	
<p>This site is optimized for Internet Explorer 5.5 and above. <a href="#">Download the latest version here.</a> WinZip is a registered trademark of WinZip International LLC. Harcourt Assessment, Inc.   19500 Bulverde Road   San Antonio, Texas 78259 Copyright © 2006 Harcourt Assessment, Inc. All rights reserved.</p>	

6. If you do not have WinZip installed on your computer, prior to logging in, please select the link provided and follow the instructions to download and install a free evaluation copy on your computer.

Customer Log In:	Instructions:
<p>* User Name <input type="text"/></p> <p>* Password <input type="password"/> (Passwords are case sensitive.)</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	<p>If you already have an online account with Harcourt File Centre, log in using your User Name and Password provided for you. Click <a href="#">here</a> for specific instructions on logging on to this site.</p> <p><b>Not an Online Customer Yet?</b></p> <p>Setup an online account with Harcourt File Centre to use all our convenient site features and checkout quickly.</p> <p><input type="button" value="Request Account"/></p> <p>Setting up an online account is quick and easy. You just email our Account Manager and request an account. Please be sure to enter your information.</p>
<p>Some files require the use of the WinZip® utility. Click <a href="#">here</a> to download and install a free evaluation version of this product.</p>	
<p>This site is optimized for Internet Explorer 5.5 and above. <a href="#">Download the latest version here.</a> WinZip is a registered trademark of WinZip International LLC. Harcourt Assessment, Inc.   19500 Bulverde Road   San Antonio, Texas 78259 Copyright © 2006 Harcourt Assessment, Inc. All rights reserved.</p>	

## Naming Conventions and File Formats

1. When initially logging into Harcourt File Centre, you will see a list of test administrations by season under the field “Volume Name.” The volume names will be identified as:
2. Files will be posted to the respective test administration.

## How to Download Files

1. After logging into the Harcourt File Centre, select the appropriate test administration.

### Available Volumes for

Click on a volume name to browse volume or search button to search volume.

2 items

Volume Name	Action
<a href="#">WY1764_2_SP07 Wyoming PAWS</a>	 
<a href="#">WYOMING SP08</a>	 

2. A list of files posted to your district folder will be displayed. Locate the file you wish to download and select the respective green “Download” arrow pictured below.

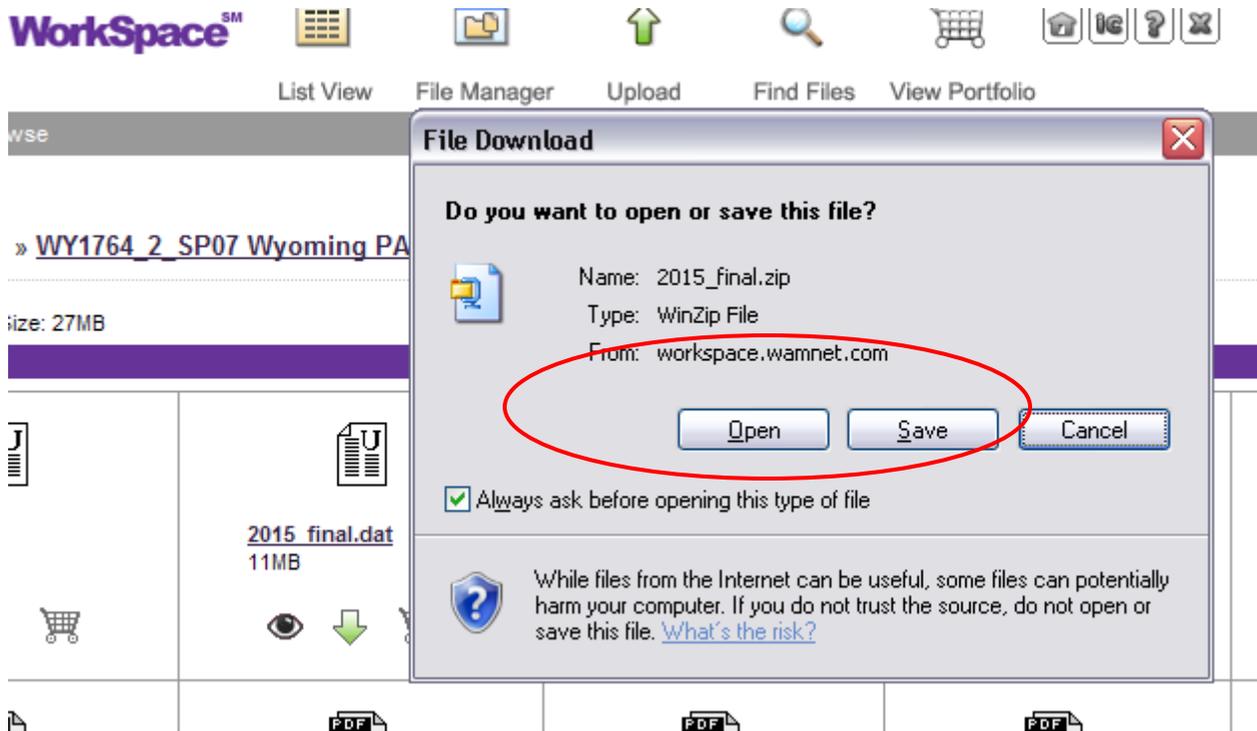
Current Directory » [WY1764\\_2\\_SP07 Wyoming PAWS:WDE:Student Management:Districts:Albany CO DIST\\_1:](#) 

21 Items, Directory Size: 27MB

Icon View

 <a href="#">2015.dat</a> 11MB   	 <a href="#">2015 final.dat</a> 11MB   	 <a href="#">Albany Co District #1.PDF</a> 193KB   	 <a href="#">Beitel Elementary.PDF</a> 274KB   
--	--	---	--

- Depending on what you would like to do with the file, select the “Open” or “Save” button and unzip the document.



- If downloaded, the file will need to be unzipped, then double-click as normal on the file to view the document.