

Northwest Evaluation Association

*Partnering to help all kids learn*

# MAP Coordinator and School Administrator Handbook

**Measures of Academic  
Progress™ (MAP)**



> MAP™ Administration

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# Measures of Academic Progress™ (MAP)

*There are many responsibilities associated with getting the MAP™ system up and running. In this document, these steps will be clearly defined in order to make implementation as smooth as possible.*

The Northwest Evaluation Association's (NWEA) computerized MAP tests provide teachers, students, and parents with an accurate assessment of a student's achievement, precisely measuring what a child knows and needs to learn.

When administered at regular intervals over time, it is possible to find out whether an individual student, or an entire grade level, is making satisfactory progress in basic skill areas. Teachers can use this assessment information for instructional planning for individual students or an entire class.

## Roles and Responsibilities

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Everyone plays a unique role in the administration of the MAP tests. It is important for each person to understand the key players and their roles. (Note: See also *MAP Team Roles and Responsibilities Checklist* found at [www.nwea.org](http://www.nwea.org) >> Member Support >> Test Administration >> Measures of Academic Progress.)

The key players are as follows:

- MAP Coordinator
- Technical Coordinator
- Class Roster File (CRF) Coordinator
- School Administrators
- Teachers
- Proctors

### MAP Coordinator

The MAP Coordinator is the main MAP contact for NWEA and for school and district staff. This person is the primary contact who will receive all information and updates. Permission is given to the MAP Coordinator to access all district User Names and Passwords, which they will distribute to the appropriate staff.

This person should attend all workshops and trainings scheduled with the district related to MAP testing. It is the responsibility of this person to track and monitor all steps involved in the implementation process. The MAP Coordinator should work closely with the Technical Coordinator and the Class Roster File (CRF) Coordinator to ensure all deadlines are met.

The MAP Coordinator is also responsible for making sure all teachers and Proctors understand all scheduling issues and test administration procedures and know how to talk with teachers, parents, and students about the MAP process. They should make sure a staff development system is in place to provide any necessary refresher courses and to train new staff who come into the district.

Some responsibilities include:

- Talking to all teachers about the MAP assessment system and processes.
- Monitoring progress of the CRF and making sure it is sent to NWEA two weeks prior to the scheduled testing window.

- Preparing testing schedules for each site in coordination with School Administrators, technicians, etc., and sharing these schedules with teachers and Proctors.
- Distributing all User Names and Passwords to School Administrators and other key staff.
- Tracking progress toward successful implementation on the *MAP Team Roles and Responsibilities Checklist*, and following the *Sustaining the Momentum* plan developed during the *MAP Administration* workshop.
- Scheduling the *Stepping Stones to Using Data* workshop to train staff on how to use their district, school, class, and individual data in planning and instruction.

### Technical Coordinator

The Technical Coordinator is the main contact between the district and NWEA's Technical Support team. This person is one of the primary people in the district who will receive all information and updates.

This person should attend all workshops and trainings scheduled with the district on MAP testing and is responsible for all preparation work to make sure the computer lab will be ready for training and testing.

Some responsibilities include:

- Setting up the NWEA training school for teachers to experience TestTaker prior to testing.
- Downloading all data and tests to each site that will be testing (if using a server in each site) and verifying that TestTaker is configured correctly at each site.
- Providing the opportunity for Proctors to practice using TestTaker at each site.
- Ensuring that all data is uploaded to NWEA on a daily basis.
- Working with the NWEA Technical Support team to resolve any issues.
- Making sure that the latest version of TestTaker, new tests, and new data are downloaded to each site each testing season.
- Tracking progress toward successful implementation on the *MAP Team Roles and Responsibilities Checklist*, and following the *Sustaining the Momentum* plan developed during the *MAP Administration* workshop.

### Class Roster File (CRF) Coordinator

The CRF Coordinator is responsible for preparing all student data files for MAP testing each season. All specifications and templates must be closely reviewed to ensure the data is in the correct format.

This person should attend all workshops and trainings scheduled with the district on MAP testing.

The CRF serves three main purposes. First, the way the CRF is organized determines the structure and format of final reports. For example, the teachers included in the CRF will have reports based on those students assigned to the teachers' classes. If there are teachers who do not appear in the student information system, but who should receive reports; for example, special education, gifted and talented, they may be added to the file as well. Second, the CRF provides NWEA with a list of students that will be participating in the current testing term. Every effort should be made to ensure the CRF reflects, as accurately as possible, the testing population at the time of submission. Third, the CRF establishes the test window. These testing dates are critical because NWEA uses them to determine which test events are included in the final district summary data.

Some responsibilities include:

- Confirming the testing window with the MAP Coordinator to enter into the CRF.
- Communicating with School Administrators to determine whether there are additional teachers not in the student information system that will need reports.
- Preparing a new CRF each season and ensuring that the MAP Coordinator receives it in a timely manner so it can be uploaded through the Reports Site two weeks prior to the beginning of the testing window.

### **School Administrators**

School Administrators play an important support role throughout MAP administration. They need to understand how the tests work and be able to help teachers gain this understanding and communicate it to parents. It is critical that School Administrators set aside time to work with teachers on the MAP data they receive in order to understand the data and use it to make instructional decisions.

Some responsibilities include:

- Distributing teachers' User Names and Passwords before testing begins.
- Tracking progress toward successful implementation on the *MAP Team Roles and Responsibilities Checklist*, and following the *Sustaining the Momentum* plan developed during the *MAP Administration* workshop.
- Assisting with setting up schedules for labs.
- Verifying that all teachers who need reports are in the CRF for the district.
- Ensuring that all teachers have accessed the Reports Site.
- Scheduling time to meet with grade level teams to review MAP data.

### **Teachers**

Teachers play an important role in MAP testing. It is critical that teachers understand how the tests work and have a good attitude about it. They need to understand the value of the data they will receive and how they, as teaching staff, will use it. Teachers need to spend a few minutes talking with students about the purpose of the tests and the specifics of how the tests work. NWEA has provided some documentation for teachers that will help them with this.

Some responsibilities include:

- Working closely with Proctors to make sure students are prepared for testing and know what to expect.
- Working closely with Proctors to make sure the experience is a positive one for students.
- Preparing seating charts for the lab.
- Helping monitor testing in the lab.
- Accessing their Teacher Reports.
- Sharing the data with students and parents.
- Implementing necessary instructional modifications based on the data and effectively using it to guide instruction.

### **Proctors**

Proctors play an important role in MAP administration. Having Proctors who are well trained ensures consistency between students' testing events. This person has many responsibilities beginning about a week prior to testing.

Some responsibilities include:

- Preparing the lab for testing each day and in between classes of students.
- Working closely with teachers to make sure students are prepared for testing and know what to expect.
- Working closely with teachers to make sure the experience is a positive one for students.
- Uploading the data to NWEA on a daily basis, if designated by the district to do so.
- Working with the Technical Coordinator and NWEA Technical Support to resolve technical difficulties that occur during testing.

## Checkpoints for Success and Key Deadlines Tracking Forms

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Each key player in MAP implementation has a specific set of responsibilities and timelines to meet in order to make sure all of the pieces fall into place successfully. The Checkpoints for Success and the Key Deadlines Tracking Form are specific to each person's role in the implementation process. The Checkpoints for Success document details every step of the process. The Key Deadlines Tracking Form chart serves as a monitoring tool for each step that requires critical and direct communication between NWEA and the main contact who is assigned to that role for the district. (Note: See also, *MAP Team Roles and Responsibilities Checklist* found at [www.nwea.org](http://www.nwea.org) >> Member Support >> Test Administration >> Measures of Academic Progress.)

### MAP Coordinator Checkpoints for Success

- Talk to all teachers about the MAP assessment system and processes.
- Confirm the testing window. The window should be as close to two weeks as possible to ensure the monitoring of student growth.
- Monitor progress of district CRF creation.
- Receive User Names and Passwords from NWEA to access the Reports Site.
- Make sure the CRF and special programs file (SPF) are uploaded via the Reports Site at least two weeks before the start of the testing window.
- After MAP Administration training, confirm that the Technical Coordinator has downloaded the district's version of the tests and student data to each testing site.
- Work with the School Administrators, technical support, and Proctors to prepare schedules. Share these schedules with the appropriate staff at each site.
- Talk to all teachers about the testing schedules and the testing window. Share schedules and expectations. Share with teachers what they should talk with students about and how they should communicate with parents about the tests.
- Provide an opportunity for all Proctors to do a “run through setup session” to practice setting up the lab for an imaginary group of students.
- Distribute Teacher and School Administrator User Names and Passwords.
- Monitor testing during the testing window by viewing the **Students Not Tested** report on the Reports Site on a daily basis.
- After completing all testing, make sure all data is uploaded to NWEA. Declare testing complete and order End-of-Term Reports.  
  
Note: If the testing window needs to be changed for any reason, access the Reports Site and find the **Test Term Progress** link.
- Schedule the *Stepping Stones to Using Data* workshop to occur two to three weeks after testing will be complete by calling your Partner Relations Representative.
- Schedule time to interpret the results. Meet with grade-level teams to discuss reports.
- Contact NWEA if any of the people assigned to key roles change so records can be updated.

### MAP Coordinator Key Deadlines Tracking Form

NWEA is committed to doing everything possible to meet districts' testing timelines. We understand how difficult it is to reschedule testing dates once they are set. To help us meet these timelines, it is critical that all required files are returned according to the published schedule and that a local system test is performed to verify that the MAP system is operational prior to training.

The tasks listed below involve direct communication with NWEA in some way. It is critical that this form is reviewed each testing season. As each action is completed, record the date. Keep this form and use it as a working document throughout the process.

Date Task Completed	Task Description	Deadline Date	NWEA Contact
<b>PRIOR TO TEST ADMINISTRATION</b>			
	Class Roster File uploaded as attachment to NWEA via the <b>Upload Roster</b> link on the Reports Site. <a href="https://reports.nwea.org">https://reports.nwea.org</a>	Required at least two weeks prior to test window.	<i>Technical Support team</i>
	<i>MAP Coordinator</i> receives: 1. Notification from NWEA that student data is ready to download. 2. List of TestTaker User Names and Passwords.	Prior to testing.	<i>Technical Support team</i>
	Download student data from the Test Administration Application (TAA).	Prior to testing.	<i>Technical Support team</i>
	Download agency data and test packages from the TAA.	Prior to testing.	<i>Technical Support team</i>
	Verify that the latest version of TestTaker is installed on all student machines or on a file server, with aliases on each student machine.	Prior to testing.	<i>Technical Support team</i>
	Keep a copy of each school's testing schedule.	Prior to testing.	<i>Partner Relations team.</i>
<b>AFTER TEST ADMINISTRATION</b>			
	Verify that all test results have been uploaded to NWEA. Inform NWEA that testing is complete and order reports at the Reports Site.	As soon as all testing is complete and all results uploaded.	<i>Technical Support team</i>
	Access the Reports Site to retrieve and download reports.	72 hours after reports are requested.	<i>Partner Relations or Technical Support team</i>

### Technical Coordinator Checkpoints for Success

- Confirm the testing window with the MAP Coordinator. This window should be as close to two weeks as possible to ensure monitoring of student growth.
- Set up the NWEA Training School for teachers to experience TestTaker prior to testing.
- After the training, download the district’s data set (tests, students, and agency) to each testing site.
- Participate in the preparation of testing schedules for each site. Share these schedules with the appropriate people at each site.
- Set up Proctor User Names and Passwords to the network so they will have read and write access to the Network Testing Environment (NTE) folder.
- Provide an opportunity for the Proctors to do a “run through setup session” to practice setting up the lab for an imaginary group of students.
- Plan on who will be responsible for uploading data on a daily basis during the testing window for each site (technical person, Proctor, etc.). An upload log – *Record of Data Uploads to NWEA* – is available at [www.nwea.org](http://www.nwea.org) >> **Member Support** >> **Test Administration** >> **Proctoring Tests**.
- After all testing is complete, make sure all data is uploaded to NWEA.
- Contact NWEA if any of the people assigned to key roles change so records can be updated.

### Technical Coordinator Key Deadlines Tracking Form

The tasks listed below involve direct communication with NWEA in some way. It is critical that this form is reviewed each testing season. As each action is completed, record the date. Keep this form and use it as a working document throughout the process.

Date Task Completed	Task Description	Deadline Date	NWEA Contact
<b>PRIOR TO TEST ADMINISTRATION</b>			
	<i>Technical Coordinator</i> receives: 1. Notification from NWEA that student data is ready to download. 2. List of TestTaker User Names and Passwords.	Prior to testing.	<i>Technical Support team</i>
	Download district’s data set from NWEA web site (students, agency, and tests). All data from previous testing seasons must be archived prior to download.	Prior to testing.	<i>Technical Support team</i>
	Verify that the latest version of TestTaker is installed. <a href="http://www.nwea.org/testtaker.htm">http://www.nwea.org/testtaker.htm</a>	Prior to testing.	<i>Technical Support team</i>
<b>AFTER TEST ADMINISTRATION</b>			
	Verify that all test results have been uploaded to NWEA. The <i>MAP Coordinator</i> informs NWEA that testing is complete and orders reports through the Reports Site. <a href="https://reports.nwea.org">https://reports.nwea.org</a>	As soon as all testing is complete.	<i>Technical Support team</i>

### School Administrator Checkpoints for Success

- Make sure all staff is familiar with MAP administration.
- Confirm the testing window with the MAP Coordinator.
- Check with the CRF Coordinator to make sure all teachers not in the student information system; for example, special education, gifted and talented, other resource, etc., who will need reports are added to the CRF.
- Distribute all User Names and Passwords to teachers.
- Monitor **Students Not Tested** report on the Reports Site.
- Make sure all teachers have accessed their reports after testing is complete.
- Schedule time to meet with grade-level teams to review MAP data after testing.

### Class Roster File (CRF) Coordinator Checkpoints for Success

- Review CRF and SPF specifications.
- Confirm the testing window with the MAP Coordinator.
- Check with School Administrators to determine whether there are additional teachers not in the student information system that will need reports; for example, special education, gifted and talented, other resource.
- Share progress on the preparation of the district CRF with the MAP Coordinator.
- Send complete CRF and SPF to the MAP Coordinator for upload to NWEA at least two weeks before the start of the testing window.
- Contact NWEA if any of the people assigned to key roles change so records can be updated.

### Class Roster File (CRF) Coordinator Key Deadlines Tracking Form

Date Task Completed	Task Description	Deadline Date	NWEA Contact
	Review all specifications for preparation of the CRF and the SPF.	Begin one month prior to test administration.	<i>Technical Support team</i>
	Prepare the CRF and the SPF.	Required two weeks prior to test administration.	<i>Technical Support Team</i>
	Send the CRF and SPF to the MAP Coordinator to upload to NWEA via the Reports Site. <a href="https://reports.nwea.org">https://reports.nwea.org</a>	Required two weeks prior to test administration.	<i>Technical Support team</i>

**NOTE:** Whether the data is exported from a student information system or the CRF is created by hand, the file will need to conform to NWEA specifications, or it will not be able to be processed.

## Scheduling Issues and Suggestions

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Preparing testing schedules is one of the most critical pieces of a successful MAP implementation. Scheduling requires careful consideration and should be communicated with all staff.

Districts schedule their own testing windows and must inform NWEA of the beginning and ending dates each season via a new CRF. If testing windows change, the district needs to update this change via the Reports Site or not all students' scores will show up on the reports.

### The Nature of the Testing Window

- Districts schedule their own testing windows.
- Districts must inform NWEA of the exact beginning and ending dates each season in their CRF and any date changes that occur by updating the information at the **Test Term Progress** link on the Reports Site.
- Testing windows should be set up as close to two weeks as possible. There are issues around norming timeframes and measuring consistent growth between students and testing events that must be considered. The wider the window, the less consistent the data may be.
- The testing windows should be scheduled at approximately the same time each year, which will also contribute to data consistency.

### Some of the Issues that Need to be Considered

- Will the CRF Coordinator have time to prepare the CRF and send it to NWEA at least two weeks before the testing window is scheduled to begin? The file needs to be as complete and accurate as possible before sending it to NWEA. New students who enroll after the CRF has been submitted may be added through the TAA.
- Has a two-week window been used for testing? In order to monitor the growth of students across time, a testing window of no more than two weeks, or as close to that as possible, is very important.
- Has the testing window been scheduled at a time that will be consistent from year to year? In order to compare data from year to year, this window should be consistent every year for both fall and spring.
- Are class periods 60-75 minutes in length? An average time to take a *Survey w/ Goals* Test is approximately 50 minutes per subject. If class periods are not this long, schools will need to be flexible during the testing window to allow 65 minutes per testing session – an average of 50 minutes for test administration and 15 minutes for preparation between groups. A school may schedule as many as four groups in a lab per day, depending on the length of the school day.
- Are other classes scheduled in the lab during the testing window? Classes may need to be postponed or other arrangements made during this period.
- Have enough time slots been scheduled for each of the subjects that will be tested? Remember, when students take the *Survey w/ Goals* Test, a student should test in only one subject per day. Districts have been very successful in scheduling all students to take one subject on one day, switching to another subject on another day, and finally moving to the third subject on the third day.
- Have days or sessions been planned for make-ups and retesting? If students are absent when the initial testing is done, it will be necessary to reschedule them for the subjects they missed.

Time spent on scheduling the first season's test administration will pay off in the long run, as many of these schedules can be used both in the fall and the spring. *Sample Testing Schedules* can be found at [www.nwea.org](http://www.nwea.org) >> **Member Support** >> **Test Administration** >> **Measures of Academic Progress**.

## Preparing a Successful Class Roster File

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The CRF is usually generated by exporting data from a computerized student information system like SASI or Schoolmaster. NWEA can accept the CRF in Microsoft® Excel or delimited text format. Once the CRF and SPF are prepared, the files need to be uploaded to NWEA via the **Upload Roster** link on the Reports Site.

**A new CRF must be submitted for every testing season.** In most cases, this information can be pulled from the district student information system and exported into an acceptable file format.

The SPF includes the information a district wants disaggregated into special reports. This file is separate from the CRF and is required if reports are needed based on special instructional programs; for example, special education, gifted and talented, ESL, Title I. If a district does not need disaggregated reports, the SPF is not required.

Two documents are available to assist the CRF Coordinator in preparing the CRF and SPF – *Class Roster File (CRF) Template* and *Special Programs File (SPF) Template*. These documents can be found at [www.nwea.org](http://www.nwea.org) >> Member Support >> Test Administration >> Measures of Academic Progress.

### Notes and Things to Remember

- Be sure information is included for *all required fields*. It is impossible to report on information that is not included in the CRF. If any required fields are left blank, the file will be returned for completion. This may delay the testing start date.
- Any changes needed after submitting the CRF can be made in the TAA once districts have received notification to download.
- Complete the CRF Completion Checklist. This will ensure that the CRF is accurate and complete and that testing can begin on the date(s) planned.
- The CRF must include one record per student for each teacher who will receive a report. If student scores need to be reported to multiple classes; for example, all core content classes, multiple rows of data for each student must be recorded. Otherwise, the reports will be organized by grade rather than by class or teacher.
  - ▶ Students in *one class* - typical elementary setup: If all of the scores for a student are only reported to one teacher, such as the homeroom teacher, only one row of data per student is required in the CRF.
  - ▶ Students in *multiple classes* - typical secondary setup: If the student scores are to be reported to multiple classes, multiple rows of data for each student must be included. For example, if reports are to be produced for the math classes *and* the English classes, two rows of data must be included for every student; one that lists the math class and teacher and one that lists the English class and teacher.

## Top Ten Steps to a Successful CRF Preparation

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Over time, we have discovered the key steps to preparing a quality CRF. It is critical that these steps be attended to each season when a new file is prepared and sent to NWEA.

1. Ensure that all students in the entire district have a unique ID.
2. Do NOT recycle IDs among students.
  - If a student moves out of the district, do not reissue the previous ID to a new student.
3. Ensure that all teachers in the entire district have a unique ID.

4. Submit one CRF.
5. Submit all schools, all grades, and all subjects on one tab on one spreadsheet.
6. Do NOT modify the format of the CRF; the template must remain as is (columns A-Y).
7. Submit the SPF at the same time as the CRF.
  - Ensure that all students listed in the SPF are also listed in the CRF.
8. Use the date format of M/D/YYYY (for example, 10/15/2008 or 3/6/2008).
9. Class Name (column M) is critical for disaggregating data on Teacher Reports and End-of-Term Summary Reports.
  - Make sure this column has information that makes sense to that teacher entry; e.g., Algebra 1-2, Reading, Remedial Language Arts, English Adv., etc.
10. Class Period Name (column N) is used in conjunction with the Class Name column for disaggregating data on Teacher Reports and End-of-Term Summary Reports. Make sure this column has information that makes sense to that teacher and Class Name entry; e.g. Period 1, Class 1, Section 555, Elementary Studies, etc.

## MAP System Parts

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The MAP System is made up of four primary parts; the Network Test Environment (NTE), the Test Administration Application (TAA), TestTaker, and the Reporting system. This section will explain a little about each one.

### Network Test Environment (NTE)

The NTE folder is where agency data, students, and tests are stored. The NTE folder must be on a district's network and be shared. The NTE folder should also be visible on the network from the computer where the TAA is used. Network logins used to access the system during test administration must have sufficient access to the NTE folder. Depending upon a district's network operating system, this might include read, write, modify, create, file scan, list folder contents, and share rights.

### Test Administration Application (TAA)

The TAA is accessed through the Internet and is the tool used to interact with a district's local database and the NWEA database. It is used to receive tests and student data at each site. It is also used to add new students and manage data through downloads and uploads to the NWEA database. The TAA is ideally used on one designated computer at a site.

The TAA will be used to:

- Enter new students as they come into the district.
- Change teacher assignments for a student.
- Modify incorrect student information.
- Upload data each day after testing.

### TestTaker

TestTaker is installed either on a district's local server or on each workstation where the student takes the test, depending on how the district has chosen to install it. It is an application that MAP Coordinators, Proctors, and students will interact with on a daily basis during the testing window.

TestTaker will be used to:

- Select the correct test for a student.
- Select the student name for testing.
- Administer the tests to students.
- Record preliminary scores for students immediately following the test event.

### **Reporting System**

The NWEA reporting system is located on the Internet. The MAP Coordinator will have access to all features on the Reports Site. Teachers and School Administrators will have access to some features on the Reports Site.

The Reports Site will be used to:

- Monitor testing progress throughout the testing window.
- Allow teachers to access their Teacher Reports and Online Individual Student Progress Reports within 24-48 hours of data being uploaded to NWEA.
- Allow the MAP Coordinator to change the testing window, as needed.
- Allow the MAP Coordinator to declare when testing is complete and order End-of-Term Reports, which include final Class Reports, Individual Student Progress Reports, and School and District Summary Reports.

## **Assigning Permissions in the TAA**

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Below are some recommendations for assigning permissions in the TAA. Remember, permissions may be changed as needed. New employees may be added and assigned permissions. Proctors may be given appropriate permission as determined by the MAP Coordinator.

- Add New Employee – for administration use – ask the employee for the password they would like to use.
- Modify Employee Security – for administration use – ensures no one but administrators can change permissions.
- View Quick Reports – allows access to the Reports Site.
- View Employee Security – can be available to everyone using the TAA.
- View NWEA Agency – should be available to everyone using the TAA – ensures user can browse for a school.
- View Student Profile – can be available to everyone using the TAA.
- Add New Student – for the person(s) in the building responsible for adding new students to MAP database.
- Modify Student Profile – for the person(s) in the building responsible for updating student information on MAP database.
- Proctor Tests\* - given to the Proctors who will be working with TestTaker.
- Upload Test Results – should be assigned to the person(s) responsible for uploading results at the end of each day.

The following could be assigned to the MAP Coordinator or to a designated person in the district:

- Assign Tests to an NWEA Agency – selects appropriate tests for schools to use.
- Download Test Packages.\*
- Delete Test Packages.\*
- Download Students.\*
- Delete Students.\*
- Download NWEA Agency Data.\*
- Delete NWEA Agency Data.\*

\*These permissions might also be given to the computer lab technicians for them to assist in any manner.

**NOTE:** Deletes only affect files on the school file server. Data will not be deleted from the NWEA servers.

## MAP Reports and Resources

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There are a variety of MAP reports and resources available. Some reports are available to teachers within 24-48 hours of the data being uploaded to NWEA, and others are available after all district testing is completed, the data are uploaded to NWEA, and End-of-Term Ordered Reports are ordered by the MAP Coordinator.

### Teacher Reports

Teachers can access their own set of reports for their students on the Reports Site with unique User Names and Passwords that are given to them by the MAP Coordinator or School Administrator. The different reports that teachers can access are:

#### *Online Reports*

- Teacher Reports – a list of students’ test events for the selected teacher for the selected term.
- Class Rosters – a list of the class rosters for each teacher in the district for a selected term. Online Individual Student Progress Reports are accessible from the Class Roster Report.
- Class by Subject Report – list of test events for a selected teacher's class for a selected term and subject that is sorted by student name. This report can be optionally grouped by ethnicity or gender.
- Grade by Subject Report – list of test events for a selected grade within a school for a selected term and subject that is sorted by student name. This report can be optionally grouped by ethnicity or gender.
- Students Not Tested Report – shows lists of students in each grade who still need to be tested and ones who have been tested and have received invalid scores.

#### *Instructional Resources* – (optional)

- Class by RIT
  - Class Breakdown by Overall RIT and Class Breakdown by Goal Reports – provide at-a-glance information about classroom academic diversity by subject and by goal strand. The reports are linked to DesCartes: A Continuum of Learning.

#### *Data-Tools*

- NWEA Knowledge Academy – A series of short, self-paced online courses designed to compliment on-site training. These courses support a district’s on-going training and staff development needs related to use of MAP and the data produced.
- DesCartes – The DesCartes Continuum of Learning helps teachers make the assessment-to-curriculum link. It organizes specific reading, language usage, mathematics and science skills and concepts by

achievement level. For easy reference, the skills and concepts are grouped along the continuum according to the NWEA measurement scale.

- Dynamic Reports – The Dynamic Reporting Suite is a reporting platform that simplifies data analysis and offers classroom tools to apply test scores to instructional decision-making

## MAP Coordinator Reports

Some important things to know before you begin:

- The Reports Site can only be accessed using Microsoft® Internet Explorer 5.01 or higher. Northwest Evaluation Association (NWEA) does not provide support for browser software.
- Access the Reports Site at <http://www.nwea.org> > **Log In: Reports Site**
- You must have an assigned User Name and Password from NWEA to access your data on the Reports Site. The User Name is the same as that used with the Test Administration Application (TAA).
  - ▶ All teachers entered in the class roster file (CRF), the student data file sent to NWEA, are automatically assigned a User Name and Password for accessing the Reports Site. The MAP Coordinator is able to access and distribute teacher logins.
  - ▶ MAP Coordinators can create accounts and distribute logins for Teachers and School Administrators to access the Reports Site. School Administrators will also have access to the teacher logins for his/her school. Information on how to use TAA to set up these logins can be found in the section, *Using the Test Administration Application*.
- District and summary data will be not available on reports until testing is declared complete. Instructions are included in this document.
- You must have the free Adobe® Reader® installed on your computer to view online reports and DesCartes: A Continuum of Learning. Download and installation instructions are provided at the end of this section if you do not have this software.

## Actions

After you log on to the Reports Site, the menu to the left lists a number of links that you click on to perform various tasks. These links are briefly described below.

- Upload Roster – Sends your CRF and special programs files (SPF) to NWEA through an encrypted and secure web site. You can provide a message of up to 3,000 characters, and identify which files to send to NWEA. Some things to keep in mind as you prepare to send files:
  - ▶ Requires a PC and the browser must have the ActiveX plug-in installed and enabled.
  - ▶ Files must have an extension of .xls, .csv, or .txt.
  - ▶ Do not pre-zip files. The system automatically does that.
  - ▶ All files uploaded at one time can have a maximum combined size of 35 MB. If you must divide a file into two or more files, do not break one school's data across files.
- Upload Files – Occasionally, NWEA may request a district to send files other than a CRF or SPF to the NWEA server. This request can be executed through this link. You can provide a message of up to 3,000 characters identifying the NWEA staff member who is expecting the files, the case number assigned to your issue, and/or any other information that would be helpful in ensuring that your files are retrieved by the appropriate NWEA staff member. Some things to keep in mind as you prepare to send files:
  - ▶ Requires a PC and the browser must have the ActiveX plug-in installed and enabled.
  - ▶ The files can be zip files.
  - ▶ All files uploaded at one time can have a maximum combined size of 100 MB.

- **Test Term Progress** – Monitors testing progress in your district and schools. Also changes the start and end dates of testing. To change your test window or declare testing complete, follow these instructions:
  - ▶ Select a school, term, and status (all, complete, or incomplete) for which to display testing information and click **Submit**.
  - ▶ To change your testing window, click on the **start** or **end** date and specify a new date. Remember to adjust the dates at both the school and district level. Schools can have their own test window, but the district test window must be a superset of the testing dates for all schools within the district.
  - ▶ To notify NWEA that testing is complete for a school, click on the school’s **Mark Complete** link.
- **Declare Testing Complete** – Designates that all testing is complete for all schools in your district and all test data have been uploaded to NWEA. You must do this before you can receive district summary information on reports. After you declare testing complete, you must wait one day to order your reports. To declare testing complete:
  - ▶ Select your test term and enter the date completed. Click **Declare Testing Complete**.
  - ▶ If you finish testing before the designated testing window is over, go back to the **Test Term Progress** page and change your end date. Once you change your testing window end date to a date prior to or equal to the completion date, you can declare your testing complete.
- **Order Reports** – You may order End-of-Term Reports any time during the testing process; however, district summary data will not be available until the day after testing is declared complete. You can order End-of-Term Reports for a school before the entire district has completed testing. To order reports, follow the steps on the order page, as summarized below.
  1. Choose whether to order reports for the entire district or for one or more schools:
    - Select **District** to receive all reports in one package. You will receive one Comprehensive Data file that includes data for the entire district.
    - Select **All Schools** to receive a separate report package for each school in your school district. You will receive a separate Data Text File for each school. The data for each school includes class, grade, and individual student reports. District mean values for all schools in the district are not included until testing has been declared complete at the district level.
    - Select **Select Schools** to specify one or more schools without selecting all schools in your district. You will receive a separate Data Text File for each school you select. You can select multiple schools by holding down the Ctrl key while clicking on the school name. You can use this option to order school report packages that include class, grade, and individual student reports for the schools you select. District mean values for all schools in the district are not included until testing has been declared complete at the district level.
    - You can use Microsoft® Excel or any spreadsheet program to view or work with Data Text Files.

*NOTE: If you send school report packages out to principals, they will need to have Crystal Reports Viewer installed on their computers in order to view the reports. (See directions in this section.)*
  2. Select the **term**. If you select a term for which testing is not marked complete, district and Student Growth Summary Reports are not included in district-level report orders.
  3. If you prefer the report to include goal range descriptors of Hi, Av, or Lo instead of the goal **Rasch unIT** (RIT) ranges, uncheck the box in step 3 for **Display Goal RIT Ranges Instead of Default Descriptors**. The goal RIT ranges may help you identify the curriculum areas the student is ready for by cross-referencing the goal RIT range with NWEA’s DesCartes documentation.

4. You can select optional grouping of **Gender, Ethnicity, or Special Programs**. If you submitted an SPF, you will receive summary reports disaggregated by that data by selecting the special programs grouping. An SPF is not necessary for grouping by gender or ethnicity. Selecting one of the groupings adds sub-groups with their own summary section to the report. You can use the summary section to compare the overall performance of one group to that of another. For example, you can compare the performance of females and males.
5. Select the check box next to **Small Group Display** to see summary data for groups of less than 10. It is important to be aware that summaries from such small data sets are not statistically reliable and should not be used to make curriculum decisions for the student group.
6. If you would like email notification to be sent to you and/or to additional individuals when your reports are ready, enter those email addresses separated by semicolons in the **Email Addresses** text box.
7. Select the report or reports that you would like to receive.
  - You can select multiple reports by holding down the **Ctrl** key while clicking on the report names you would like to order.
  - If you select no reports from the list the system will prepare for you the Grade Report by Alpha and the Data Text File.
  - If you select one or more reports from the list you will receive those selected reports and the Data Text File.
  - If you select one of the Student Growth Summary Reports the **Student Growth Summary Report Choices** will display allowing you to select the comparison period that will be used when the report is generated. These reports are only generated when the comparison period selected includes two terms in which testing is declared complete.
  - If you select the Achievement Status and Growth (ASG) Class Report the **ASG Class Report Choices** will display with options to receive the Target Growth Report or the Growth Report for the selected comparison period.
8. Click the **Submit Order** button to order your reports. A printable confirmation page appears. This page shows a report order number, the date and time you ordered the reports, and the choices you made for the report order.

Once you close the confirmation page, you can submit another order using different choices for the term and optional grouping, and so on. The report sets are produced sequentially and you are able to retrieve them separately as they are produced. You may order reports as many times and as many different ways as you like at no charge.

During times of heavy report production, it may take up to 72 hours to produce your reports. If you selected the option to be notified by email, you will receive an email notification when your reports are ready to download. You can also check your order status by clicking on **Retrieve Reports**.

- **Retrieve Reports** – Provides a list of the report orders you have placed, along with their statuses. When a report order's **Order Status** indicates **READY**, click on the **READY** link to download a zip file containing your reports. Once you unzip the file, use Crystal Reports Viewer to view the reports. Directions for downloading Crystal Reports Viewer are provided at the end of this section.
- **Retrieve Files** – Occasionally, NWEA will need to send files to a district. The district may be requested to retrieve those files using this link.
  1. Enter the tracking number that was given to you by NWEA Technical Support in the box provided and click the **Get File List** button. The file(s) available for download will appear in the Local File box.
  2. Select the **Start Download** button.

3. Browse to the location where you would like the downloaded files to be saved in the **Browse for Folder** dialog box and click **OK**. Once the files are downloaded, you will see the message “Download completed Successfully” on the screen.
- Change Password – Gives you the ability to change the Password associated with the User Name with which you logged on. To change the Password:
    1. Click the **Change Password** link on the left navigation bar of the Reports Site.
    2. Type into the textboxes your old Password, and new Password.
    3. When you click **Submit** your changes are saved and must be used the next time you log on.
    4. If you click **Cancel**, your change will not be applied and the page will refresh with the textboxes emptied.

### **Online Reports**

- Logins and Teacher Reports – Provides access to teacher User Names and Passwords as well as Teacher Reports for your schools. The list of teachers is derived from your district’s CRF. Once test results are available, you can access a teacher’s current Teacher Report(s) by clicking on his/her name.
  1. Select the district or school name from the drop-down list.
  2. Select the **term** and click to add a checkmark if you want to see teacher Passwords, then click **Get Logins**.
    - All School Administrator and teacher logins for the selected institution will display.
  3. In the list that displays, you can access Teacher Reports for that term by clicking on the **teacher name** on the left.

These reports are for one season’s data only. All student data are listed in rank (score) order for ease of use. The reports are saved in .pdf format, which requires Adobe Reader. If you don’t have Adobe Reader, a link to the free download is provided at the bottom of the left side of the Reports Site.

- Class Rosters – Lists all students in each class for the entire district or a specific school and provides access to the Online Individual Student Progress Report.
  1. Click the **Class Rosters** from the left-hand navigation menu.
  2. Select the **school** and **term** for which you would like to see the roster listed. Click **Submit**.
  3. Click on a **class name** to display the list of students associated with that class.
  4. Select the period for which you would like growth to be calculated on your Online Individual Student Progress Reports. Note that if students do not have certain points of data available, no growth is calculated. You can always come back to this page and change the period designation for the growth calculation.
  5. Select the type of report you wish to generate – text, graph, or both.
  6. Choose the additional lines that you want to appear on the graph report. Note that the default selection displays both the district average and the norm group average.
  7. Click on a **student’s ID number** to access all of their historical data. This data shows you any point at which the student was enrolled in the data file and any test they have taken, including any intake or interim testing, and all test event data accumulated for that particular student.
  8. Click on a **student’s name** to access a copy of the Online Individual Student Progress Report for that particular student. All reportable test events for the term are displayed. No intake or interim testing points appear on this report.
  9. Click on a **class name** to access an Adobe Reader file with all students’ Online Individual Student Progress Reports at once. A list of students will appear on the left of the page. Use this list to access individual student reports one at a time. This file allows you to print all of your class’ progress reports at one time.

- Students Not Tested – Lists students who have not been tested. When one or more students in a given subject have tested, a link will be associated with the number of students. Follow the drill-down links to access the report at the grade level by subject, and you will see lists of students' names.
- Students Not Rostered – Lists the number of students who have taken a test but are not in the chosen term's current roster at the school where the test was taken. Follow the drill-down links to access a list of student names and IDs. Contact NWEA Technical Support for assistance with troubleshooting if you have students not rostered.
- Students Unassigned – Lists the number of students who have been tested but are in an unspecified class with an unassigned teacher. Follow the drill-down links to access a list of student names and IDs. These students will need to be assigned to a class using the TAA.
- Class By Subject – Provides a view of the academic performance of a given class in a specific subject for a selected term and school. The user can disaggregate the report data by ethnicity or gender with the option to display summary data for small groups.
- Grade By Subject – Provides a view of the academic performance of a selected grade in a specific subject for a selected term and school. As in the Class by Subject Report, the user can disaggregate the report data by ethnicity or gender with the option to display summary data for small groups.

#### *Instructional Resources* – (optional)

- Class By RIT – Two classroom reports are included in this link: Class Breakdown by Overall RIT and Class Breakdown by Goal. These reports provide at-a-glance information about classroom academic diversity by subject and by goal strand.
  1. Use the list of options on the left of the web page and click on the **Class By RIT** link.
  2. Select the school, term, teacher, and class and click **Submit**.
  3. The Class Breakdown by Overall RIT Report displays.
  4. Click on a **subject name** (e.g., Mathematics) to drill-down to the Class Breakdown by Goal Report for that subject.
  5. Click on the student's name to retrieve a .pdf file containing the DesCartes skills that corresponds to the goal RIT range for the associated goal. The first page contains header information. The second page contains the DesCartes information.
  6. Click on the **goal name** to retrieve a .pdf file that contains the DesCartes pages for each RIT range for that goal.
  7. Click on the **<all students in cell>** link to retrieve a .pdf file listing all the students within the cell and corresponding DesCartes pages for that RIT range and goal.

#### *Data-Tools*

- DesCartes – DesCartes: A Continuum of Learning translates MAP scores into the skills and concepts students may be ready to learn. The skills and concepts in DesCartes match the organization of the MAP goal reporting areas. Educators using DesCartes can develop appropriately challenging activities for students and use it as a common framework for organizing resources, collaborating, and goal-setting. The Essentials section is an overview including Teacher's Tips and an Annotated Page providing direction on how to interpret the contents. The Appendices section includes Vocabulary, Signs and Symbols, and Research Concepts. To use DesCartes:
  1. Select the **subject** in the left column.
  2. Select the **goal area** in the middle column.
  3. Select the **RIT range** in the right column.
  4. A new browser window will open with Adobe Reader and the requested page will display.

- **Dynamic Reports** – The Dynamic Reporting Suite is a reporting platform that simplifies data analysis and offers classroom tools to apply test scores directly to instruction.

Without digging through pages of data or piles of numbers, at-a-glance analytical tools present information regarding the status of students (individually, by class, by grade, or by a school) relative to growth, proficiency, and norms. These data are easily accessed and analyzed, empowering educators to take meaningful action. To use Dynamic Reporting Suite:

1. Select **Dynamic Reports** in the left navigation bar under Data Tools.
2. Select the **Dynamic Reports** link.
3. Use the left navigation bar to access the reports.

### *To Download Your End-of-Term Reports*

1. From the menu on the left of the web page, select **Retrieve Reports**.
2. Click on the **READY** link for the report order that you wish to download.
3. Select **Save** and specify the location where you want the file to be saved.
4. After the file is saved, extract the zip file to a folder on your computer.
5. Open the folder and select one of the files with the blue icon to the left of the file name (this is the Crystal Reports Viewer icon). The file name will have the .exe extension. Depending on your report order the zip file will contain the Data Text File plus one or more of these reports:

**ASG\_ClassReport** — Depending on the comparison period selected, the Achievement Status and Growth Class Report provides each student’s growth for fall-to-spring, fall-to-fall or spring-to-spring; or it shows for the current term the target growth in a future term for each student. Growth targets are derived from the latest NWEA RIT Scale Norms.

**ClassReportALPHA** — Class reports feature one group for each class, sorted by the students’ last names. The Class Report by Alpha provides historical test information for each student rostered for the term.

**ClassReportRIT** — Class reports feature one group for each class, sorted by the students’ RIT score.

**GradeReportALPHA** — Grade reports feature one group for each grade, sorted by the students’ last names. Each report includes data for a single term only.

**GradeReportRIT** — Grade reports feature one group for each grade, sorted by the students’ RIT score. Each report includes data for a single term only.

**DistrictSummarybyGrade** — District Summary by Grade Report displays average scores for each grade in each subject in the district. Summary information for each goal area is included in these reports. This report is only included if the district’s testing window has been declared complete.

**DistrictSummarybyInstitution** — District Summary by School Report displays average scores for each subject and grade in each school in the district. Summary information for each goal area is included in these reports. This report is only included if the district’s testing window has been declared complete.

**IndividualStudentProgress** — Individual Student Progress Report, also known as the Parent Report, features one report for every student. Current and past scores in each subject are displayed.














**StudentGrowthSummary** — Student Growth Summary Report summarizes by subject and grade the fall-to-spring, spring-to-spring, or fall-to-fall growth of all students by school. It is available only when reports are ordered for spring or fall and is included in the report suite after testing has been declared complete.

**StudentGrowthDistrictSummary** — Student Growth District Summary Report aggregates all schools’ fall-to-spring, spring-to-spring, or fall-to-fall growth statistics by subject and grade. It is available only when district reports are ordered for spring or fall, after testing has been declared complete.

6. When you select a report, a window appears. Click the button **Window Styles**. Check all of the available options.

7. Click **Print** to display the reports on your screen. You can use the **Print Setup** button at the top to specify landscape or portrait page layout. All reports need to be printed in landscape format, except the Individual Student Progress Report, which is printed in portrait format.
8. Use the drill-down buttons (the + and – buttons) on the left to select the level of the report to print (class, teacher, student, etc.).
9. By clicking on one of the groups, a new tab appears at the top. The tab that is selected is the report that will print when you press the print button on the toolbar.

#### On-screen Buttons (for End-of-Term Reports only, viewed with Crystal Reports Viewer)

	Close button - activated when more than one screen is open		Zoom in or out		Go to previous page
	Print report - must be used to print		Page being viewed		Go to next page
	Printer setup - must be turned on in the "Window Styles" window, allows you to select landscape option for printing		Stop loading		Go to last page
	Export reports		Search text		
	Toggle group tree – allows you to open or close the tree on the left side of the screen		Go to first page		

#### *Printing Reports*

Be sure to allow adequate uninterrupted printing time when preparing to print reports. Printing time varies depending on the speed of your printer and the size of your reports.

#### *Exporting Data*

Crystal Reports Viewer offers an export feature. This option will export your formatted reports to Microsoft® Excel. Additionally, a Data Text File is included in your End-of-Term Reports, which will include your full set of data for the testing term. This file can be opened with Excel in order to manipulate your data.

#### *Programs Needed to View Reports*

A number of programs are needed to access reports. Each is described here.

- **WinZip®** – You use WinZip to unzip your End-of-Term Reports package. Follow these steps to determine if you have WinZip installed on your computer, and if not, to install it.
  1. Check to see if you have WinZip installed on your Windows computer by clicking on **Start**, then **Programs**. Look for the program WinZip in the list of programs that displays. If you do not see WinZip, follow the next steps listed here to download an evaluation version of WinZip.
  2. Go to <http://www.winzip.com/ddchomea.htm>.
  3. Select the correct version and click the link to download.
  4. To install on your computer, double-click the **setup.exe** file.

- Crystal Reports Viewer – You use the Crystal Reports Viewer to view your End-of-Term Reports. Follow these steps to install the Crystal Reports Viewer. The Crystal Reports Viewer can only be used on Windows computers.
  1. Go to <http://www.nwea.org> > **Log In: Reports Site**
  2. Click on the **Crystal Reports Viewer** link in the left navigation bar under Resources.
  3. Select **Save this program to disk** and choose a location on your computer.
  4. Unzip the **CRWRT.zip** file.
  5. To install on your computer, double-click the **setup.exe** file.
- Adobe Reader – You use Adobe Reader to view online reports and DesCartes on both Windows and Macintosh computers.
  1. Go to <http://www.adobe.com>.
  2. Find the **Get Adobe Reader** link.
  3. Follow the instructions on the page.

### School Administrator Reports

Some important things to know before you begin:

- The Reports Site can only be accessed using Microsoft® Internet Explorer 5.01 or higher. Northwest Evaluation Association (NWEA) does not provide support for browser software.
- Access the Reports Site at <http://www.nwea.org> > **Log In: Reports Site**
- You must have an assigned User Name and Password from your MAP Coordinator to access your data on the Reports Site.
  - ▶ All teachers entered in the class roster file (CRF), the student data file sent to NWEA, are automatically assigned a User Name and Password for accessing the Reports Site. MAP Coordinators and School Administrators are able to access and distribute teacher logins.
- Your MAP Coordinator can create an account and login for each School Administrator that allows access to the Reports Site as a School Administrator type login. Contact him/her for your login and initial Password.
- School Administrator login accounts have access to all teacher logins and can create proctor logins for his/her building using the Test Administration Application (TAA). Information on how to use TAA to set up and administer these logins can be found in the section, *Using the Test Administration Application*.
- District and summary data will be not available on reports until testing is declared complete for your entire district.
- You must have the free Adobe Reader installed on your computer to view online reports and DesCartes: A Continuum of Learning. Download and installation instructions are provided at the end of this section if you do not have this software.

### Actions

After you log on to the Reports Site, the menu to the left lists a number of links that you click on to perform various tasks. These links are briefly described below.

- Upload Files – Occasionally, NWEA may request a district to send files other than a CRF or special programs file (SPF). This request can be executed through this link. You can provide a message of up to 3,000 characters identifying the NWEA staff member who is expecting the files, the case number assigned to your issue, and/or any other information that would be helpful in ensuring that your files are retrieved by the appropriate NWEA staff member.

Some things to keep in mind as you prepare to send files:

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- **Test Term Progress** – Monitors testing progress in your district and schools. Also changes the start and end dates of testing. To declare testing complete in your school, follow these instructions:
  - ▶ Select a term and status (all, complete, or incomplete) for which to display testing information and click **Submit**.
  - ▶ To change your testing window, click on the **start** or **end** date and specify a new date.
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- **Order Reports** – You may order End-of-Term Reports any time during the testing process; however, growth reports will not be available until the day after testing is declared complete. You can order End-of-Term Reports for a school before the entire district has completed testing. You will need Crystal Reports Viewer to view the reports. (See instructions for downloading at the end of this section.) To order reports for your school, follow the steps on the order page, as summarized below.
  1. Select the **term**. If you select a term for which testing is not marked complete, the Student Growth Summary Report is not included in district-level report orders.
  2. If you'd prefer the report include goal range descriptors of Hi, Av, or Lo instead of the goal **Rasch unIT** (RIT) ranges, uncheck the box in step 3 for **Display Goal RIT Ranges Instead of Default Descriptors**. The goal RIT ranges may help you identify the curriculum areas the student is ready for by cross-referencing the goal RIT range with NWEA's DesCartes for documentation.
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  2. Select the **term** for which you would like to see the roster listed. Click **Submit**.
  3. Click on a **class name** to display the list of students associated with that class.
  4. Select the period for which you would like growth to be calculated on your Online Individual Student Progress Reports. Note that if students do not have certain points of data available, no growth is calculated. You can always come back to this page and change the period designation for the growth calculation.
  5. Select the type of report you wish to generate – text, graph, or both.
  6. Choose the additional lines that you want to appear on the graph report. Note that the default selection displays both the district average and the norm group average.
  7. Click on a **student's ID number** to access all of their historical data. This data shows you any point at which the student was enrolled in the data file and any test they have taken, including any intake or interim testing, and all test event data accumulated for that particular student.
  8. Click on a **student's name** to access a copy of the Online Individual Student Progress Report for that particular student. All reportable test events from the term are displayed. No intake or interim testing points appear on this report.
  9. Click on a **class name** to access an Adobe Reader file with all students' Online Individual Student Progress Reports at once. A list of students will appear on the left of the page. You use this list to access individual student reports one at a time. This file allows you to print all of your class's progress reports at one time.
- Students Not Tested – Lists students who have not been tested. When one or more students in a given subject have tested, a link will be associated with the number of students. Follow the drill-down links to access the report at the grade level by subject, and you will see lists of students' names.
- Students Not Rostered – Lists the number of students who have taken a test but are not in the chosen term's current roster at the school where the test was taken. Follow the drill-down links to access a list of student names and IDs. Contact NWEA Technical Support for assistance with troubleshooting if you have students not rostered.
- Students Unassigned – Lists the number of students who have been tested but are in an unspecified class with an unassigned teacher. Follow the drill-down links to access a list of student names and IDs. These students will need to be assigned to a class using the TAA.
- Class By Subject – Provides a view of the academic performance of a given class in a specific subject for a selected term. The user can disaggregate the report data by ethnicity or gender with the option to display summary data for small groups.
- Grade By Subject – Provides a view of the academic performance of a selected grade in a specific subject for a selected term. As in the Class by Subject Report, the user can disaggregate the report data by ethnicity or gender with the option to display summary data for small groups.

***Instructional Resources*** – (optional)

- Class By RIT – Two classroom reports are included in this link: Class Breakdown by Overall RIT and Class Breakdown by Goal. These reports provide at-a-glance information about classroom academic diversity by subject and by goal strand.
  1. Use the list of options on the left of the web page and click on the **Class By RIT** link.
  2. Select the term and class and click **Submit**.
  3. The Class Breakdown by Overall RIT Report displays.

4. Click on a **subject name** (e.g., Mathematics) to drill-down to the Class Breakdown by Goal Report.
5. Click on the **student's name** to retrieve a .pdf file containing the DesCartes skills that corresponds to the goal RIT range for the associated goal.
6. Click on the **goal name** to retrieve a .pdf file that contains the DesCartes pages for each RIT range for that goal.
7. Click on the **<all students in cell>** link to retrieve a .pdf file listing all the students within the cell and corresponding DesCartes pages for that RIT range and goal.

### *Data-Tools*

- **DesCartes** – DesCartes: A Continuum of Learning translates MAP test scores into the skills and concepts students may be ready to learn. The skills and concepts in DesCartes match the organization of the MAP goal reporting areas. Educators using DesCartes can develop appropriately challenging activities for students and use it as a common framework for organizing resources, collaborating, and goal-setting. The Essentials section is an overview including Teacher's Tips and an Annotated Page providing direction on how to interpret the contents. The Appendices section includes Vocabulary, Signs and Symbols, and Research Concepts. To use DesCartes:
  1. Select the **subject** in the left column.
  2. Select the **goal area** in the middle column.
  3. Select the **RIT range** in the right column.
  4. A new browser window will open with Adobe Reader and the requested page will display.
- **Dynamic Reports** – The Dynamic Reporting Suite is a reporting platform that simplifies data analysis and offers classroom tools to apply test scores directly to instruction.

Without digging through pages of data or piles of numbers, at-a-glance analytical tools present information regarding the status of students (individually, by class, by grade, or by a school) relative to growth, proficiency, and norms. These data are easily accessed and analyzed, empowering educators to take meaningful action. To use Dynamic Reporting Suite:

1. Select **Dynamic Reports** in the left navigation bar under Data Tools.
2. Select the **Dynamic Reports** link.
3. Use the left navigation bar to access the reports.

### *To Download Your End-of-Term Reports*

1. From the menu on the left of the web page, select **Retrieve Reports**.
2. Click on the **READY** link for the report order that you wish to download.
3. Select **Save** and specify the location where you want the file to be saved.
4. After the file is saved, right-click on the saved .zip file and select **Extract to folder** to unzip the file.
5. Open the folder and select one of the files with the blue icon to the left of the file name (this is the Crystal Reports Viewer icon). The file name will have the .exe extension. Depending on your report order the zip file will contain the Data Text File plus one or more of these reports:

**ASG\_ClassReport** — Depending on the comparison period selected the Achievement Status and Growth Class Report provides each student's growth for fall-to-spring, fall-to-fall or spring-to-spring; or it shows for the current term the target growth in a future term for each student. Growth targets are derived from the NWEA RIT Scale Norms.

**ClassReportALPHA** — Class reports feature one group for each class, sorted by the students' last names. The Class Report by Alpha provides historical test information for each student rostered for the term.

**ClassReportRIT** — Class reports feature one group for each class, sorted by the students' RIT score.

**GradeReportALPHA** — Grade reports feature one group for each grade, sorted by the students’ last names. Each report includes data for a single term only.


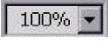











**GradeReportRIT** — Grade reports feature one group for each grade, sorted by the students’ RIT score. Each report includes data for a single term only.

**IndividualStudentProgress** — Individual Student Progress Report, also known as the Parent Report, features one report for every student. Current and past scores in each subject are displayed.

**StudentGrowthSummary** — Student Growth Summary Report summarizes by subject and grade the fall-to-spring, spring-to-spring, or fall-to-fall growth of all students by school. It is available only when reports are ordered for spring or fall and is included in the report suite after testing has been declared complete.

6. When you select a report, a window appears. Click the button **Window Styles**. Check all the available options.
7. Click the **Print** button to display the reports on your screen. You can use the **Print Setup** button at the top to specify landscape or portrait page layout. All reports need to be printed in landscape format, except the Individual Student Progress Report, which is printed in portrait format.
8. Use the drill-down buttons (the + and – buttons) on the left to select the level of the report to print (class, teacher, student, etc.).
9. By clicking on one of the groups, a new tab appears at the top. The tab that is selected is the report that will print when you press the print button on the toolbar.

**On-screen Buttons (for End-of-Term Reports only, viewed with Crystal Reports Viewer)**

	Close button - activated when more than one screen is open		Zoom in or out		Go to previous page
	Print report - must be used to print		Page being viewed		Go to next page
	Printer setup - must be turned on in the “Window Styles” window, allows you to select landscape option for printing		Stop loading		Go to last page
	Export reports		Search text		
	Toggle group tree – allows you to open or close the tree on the left side of the screen		Go to first page		

**Printing Reports**

Be sure to allow adequate uninterrupted printing time when preparing to print reports. Printing time varies depending on the speed of your printer and the size of your reports.

**Exporting Data**

Crystal Reports Viewer offers an export feature. This option will export your formatted reports to Microsoft® Excel. Additionally, a Data Text File is included in your End-of-Term Reports, which will include your full set of data for the testing term. This file can be opened with Excel in order to manipulate your data.

### ***Programs Needed to View Reports***

A number of programs are needed to access reports. Each is described here.

- WinZip® – You use WinZip to unzip your End-of-Term Reports package. Follow these steps to determine if you have WinZip installed on your computer, and if not, to install it.
  1. Check to see if you have WinZip installed on your Windows computer by clicking on **Start**, then **Programs**. Look for the program WinZip in the list of programs that displays. If you do not see WinZip, follow the next steps listed here to download an evaluation version of WinZip.
  2. Go to <http://www.winzip.com/ddchomea.htm>.
  3. Select the correct version and click the link to download.
  4. To install on your computer, double-click the **setup.exe** file.
- Crystal Reports Viewer – You use the Crystal Reports Viewer to view your End-of-Term Reports. Follow these steps to install the Crystal Reports Viewer. The Crystal Reports Viewer can only be used on Windows computers.
  1. Go to <http://www.nwea.org> > **Log In: Reports Site**
  2. Click on the **Crystal Reports Viewer** link in the left navigation bar under Resources.
  3. Select **Save this program to disk** and choose a location on your computer.
  4. Unzip the **CRWRT.zip** file.
  5. To install on your computer, double-click the **setup.exe** file.
- Adobe Reader – You use Adobe Reader to view online reports and DesCartes on both Windows and Macintosh computers.
  1. Go to <http://www.adobe.com>.
  2. Find the **Get Adobe Reader** link.
  3. Follow the instructions on the page.

## **Communicating with Students and Parents**

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There are several tools available to help teachers understand their reports and what the scores mean. It is important to review these and ask any questions in order to be able to talk with both students and parents about the scores.

- ***RIT Reference Charts*** – this document has great value while talking to parents. It shows sample items from the RIT range where the student is performing. The charts will help to reference what a score means. They also show sample items representing the type of skills the student would have mastered and the direction the student will be headed in the future. This document is provided to teachers and District Leadership Team members in the *MAP Administration* workshop.
- ***Goal Structures*** – this document describes the goal areas that are assessed on the MAP tests and gives sub-goals within each of these areas. It is very helpful to use this document to begin goal setting with students and to describe any information on reports to parents. This document is provided to teachers and District Leadership Team members in the *MAP Administration* workshop.

The following documents can be found at [www.nwea.org](http://www.nwea.org) >> **Member Support** >> **Test Administration** >> **Measures of Academic Progress**.

- ***Normative Data: Monitoring Growth in Student Achievement*** – this norming document shows typical scores and growth information for the 50<sup>th</sup> percentile in the NWEA norms study. This document gives educators starting information for looking at class data.
- ***Annotated Reports*** – this document contains various samples of many of the reports available to your staff. It is a good guide to have as reports are viewed for the first time.

- ***Understanding Teacher and Class Reports*** – this document goes into more detail on each part of the teacher and class reports and helps teachers in discovering ways the data can be used in the classroom.
- ***Parent Toolkit*** – this document helps parents by providing term definitions, frequently asked questions, tips, and web site resources.

## Support for Continued Learning

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### NWEA Web Site

The design of the **Member Support** section allows for multiple methods of accessing information and documentation. In addition to the navigation provided in this document, you can use the **Search** feature located on each page or access the **Downloads** page for a categorized list.

A variety of documents is available for staff use in deepening their understanding and use of MAP data and includes the following:

- Annotated Reports
- Class Roster File (CRF) Template
- Lexile Tour Guide
- MAP Coordinator and School Admin Handbook for MAP Administration
- Normative Data: Monitoring Growth in Student Achievement
- Normative Data for Science
- NWEA Glossary of Terms
- Parent Toolkit
- Placement Guidelines
- Placement Guidelines for Science
- Special Programs File (SPF)Template
- Understanding Class and Teacher Reports

**NOTE:** All *MAP Administration* documents are updated periodically. Check the NWEA web site for the most current versions before each testing season.



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