

Measures of Academic Progress (MAP)

Guide to Accessing School Administrator Level Reports

- You must have a personal login and password assigned to you by your MAP Coordinator. In addition, all teachers who were entered in the Class Roster File (the student data file sent to NWEA) will automatically be given a login and password. The MAP Coordinator will be able to access and distribute teacher logins and passwords for the district on the reports website. You, as a School Administrator, will be able to access and distribute the teacher logins and passwords for the teachers in your school (building).
- The MAP Reporting System can be accessed through Microsoft Internet Explorer 5.01 or higher only. NWEA provides no support for the browser software.
- To access the reports home page and teacher reports, go to the website at <https://reports.nwea.org>. This website contains everything needed to check on testing progress, set test window dates, access teacher and student reports, and order and download school reports.
- Once testing is complete for your entire district, your MAP Coordinator MUST login to the reports website and “Declare Testing Complete” in order for you to receive district summary data in your End-of-Term reports. You may still order reports for your school (building) prior to the closing of the district test window, but you will not receive district summary data.
- If your district is using the MAP system for retesting students who have taken an Achievement Level Test, the test results will either be imported to NWEA’s scoring and reporting system (S&RS) for report printing or imported to S&RS for local report printing. A “Goals Survey” test MUST be used for retesting, not a “Survey” test. Districts will need to notify NWEA that retesting is complete or to request that data files be imported to S&RS.

Action Items (on the menu at left)

- **Test Term Progress** – allows you to edit the Start and End date of testing for your school for a given term.
 - Simply click the Test Term Progress link to display a list of the start and end dates plus the status of your school’s testing in the current and prior academic years.
 - To change a testing window start or end date, click on the link associated with the date and the Edit Test Window page displays.
 - When you change one or more dates in the Edit Test Window and click Submit, those changes will be saved and reflected in your MAP Coordinator’s Test Term Progress report.
- **Order Reports** – is used to order End-of-Term reports any time during the testing process. This allows you to order class reports for your school before the entire district has completed testing.
 - NOTE: Any time you order reports before testing is complete for your entire district, you will not receive any district summary data or any summary reports.
 - You MUST wait until the day after your last upload before ordering your End-of-Term reports. The order will ONLY include any data uploaded through the previous day.
 - Follow the steps on the reports order page. Step 1 allows you to select only your school.
 - Crystal Reports must be loaded on your computer in order to view the reports. (See directions in this document.)
 - Step 3 by default allows you to order Goal RIT ranges on your class reports instead of the Goal Range Descriptors (lo, av, hi).

- Step 4 allows you to select optional groupings like gender, ethnicity, and special programs. If your district submitted an SPF, you will receive reports disaggregated by special programs by selecting the “Special Programs” optional grouping.
- If you have student counts of fewer than 10 in a class or in the optional grouping you selected, you must go to Step 5 and click “Small Group Display” in order to see summary data for that group.
- You may order reports as many times and as many different ways as you like at no charge.
- **Retrieve Reports** – is the action item you will use to monitor when your reports are ready. Once they are ready, you will see **READY** in the Order Status column. By clicking on this link, you will be able to save the zipped file to your computer.
 - Once unzipped, you will need Crystal Reports to view these reports. (See directions for downloading in this document.) A .txt data file with all of your school’s data is included with your End-of-Term reports.
- **Upload Files** – is the page you will use when you wish to securely upload files to NWEA Technical Support.
 - Follow the directions on the page and be sure to include a note or processing information for NWEA in the Notes textbox.
 - The Add Files button takes you to a dialog box that you can use to locate your files.
 - To remove a file from the list, highlight the file(s) you wish to remove and click the Remove Files button.
 - When you press the Start Upload button, your files will be retrieved and sent to Technical Support with your note.
- **Retrieve Files** – is the page you will use when you wish to securely retrieve files placed there for you by NWEA Technical Support.
 - Type into the textbox the support number that was provided to you by NWEA Technical Support.
 - Click the Get File List button to see the files associated with that tracking number.
 - Highlight the file(s) you wish to download.
 - Click the Start Download button to begin the transfer.
 - Choose the folder where you want to save the downloaded files(s) and click OK.
- **Change Password** – gives you the ability to change the password associated with your user name (login). Your MAP Coordinator will see any changes you make to your password.
 - Type into the textboxes your old password, and new password.
 - When you click the Submit button your changes are saved and must be used the next time you login.
 - If you click the Cancel button your changes will not be applied and the page will refresh with the textboxes emptied.
- **Teacher Logins and Report** – gives you access to the reports for all of the teachers in your school (who were included in your district’s CRF) along with their user name and password.
 - Select the term and click to add a checkmark if you want to see teacher passwords, then click the Get Logins button.
 - In the list that displays, you can access teacher reports for that term by clicking on the teacher name on the left.
 - Be sure to redistribute user names and passwords each testing season.
 - These reports are for one season’s data only and do not show historical data. All student data is listed in rank (score) order for ease of use. The reports are saved in a .pdf format which requires the Adobe Acrobat Reader application (free at <http://www.adobe.com>) when accessed. (A link is available on the report website.)

AN IMPORTANT NOTE: Students who do not take a Goals Survey test will appear with only an overall score; NO GOAL DATA.

- **Class Rosters** – this report lists all students associated with a class as designated by the current season Class Roster File (CRF) and any changes to the student(s) via TAA.
 - Select the term for which you would like to see the class rosters and click the Submit button to display a list of classes associated with your school.
 - Click on a class name to display the list of students associated with that class.
 - Click on a student’s ID number to see the historical data for that student.
 - Click on the class name above the list of students to access all of the Individual Student Progress Reports in one file for that class. Once the file appears on your screen, you can exit the Internet and it will still be available locally.
 - Click on a student’s name to access the new Individual Student Progress Report for that student.
 - These Individual Student Progress Reports are a text-only version and differ from the ones delivered as part of the End-of-Term report package. Teachers can select the seasons for which they would like growth calculated (e.g., Fall to Spring, Spring to Spring). These growth data will appear for any student who has the appropriate testing data points (for example, a student who did not test in both the fall and the spring for a certain year would not have growth data available if Fall to Spring was selected).
- **Students Not Tested** – is an audit report that lists students who have not been tested and students who have an invalid test at that point in time. It will also list students as not tested who have had a test terminated (with the intent to resume) and have not completed it yet.
 - Select the Term and click the Submit button to display your school’s counts
 - When one or more student in a given measurement scale (subject) has not tested, a link will be associated with the number.
 - Click on that link to view grade level by subject counts of students not tested and percent complete totals.
 - Follow the drill down links, and eventually you will see lists of actual student names.
 - Reasons for invalidations will be listed under Status column. These students should be retested when appropriate.
- **Students Not Rostered** - shows the number of students who have taken a test but are not in the chosen term's active roster at the school where the test was taken.
 - Follow the drill down links to access actual student names. These students need to be rostered by submitting a realignment Class Roster File (CRF).
- **Students Unassigned** - shows the number of students who have been tested and are in an unspecified class with an unassigned teacher. These students need to be assigned to a class via TAA.
 - Follow the drill down links to access actual student names.
- **Class by RIT** – if your school is licensed to see these reports this link will display the Class Breakdown by RIT report.
 - Select a term from the dropdown list and pause while the application fills the remaining list boxes.
 - Select a Teacher and a Class then click the Submit button to display the report.
- **Class by Subject** – this report displays test event data for a given class within a given term for a given subject with an option to group by ethnicity or gender.
 - Select the term and allow the page to fill the list boxes below.
 - Select the teacher, class, subject, grouping, sort order and small group summary option that you wish the report to reflect.
 - Click the Submit button to display the report.
 - To print the report click on the link “To create a PDF report, click here.”
- **Grade by Subject** - this report displays test event data for a given grade in your school, within a given term for a selected subject with an option to group by ethnicity or gender.
 - Select the term and allow the page to fill the list boxes below.

- Select the grade, subject, grouping, sort order and small group summary option that you wish the report to reflect.
- Click the Submit button to display the report.
- To print the report click on the link “To create a PDF report, click here.”

Programs Needed to View Reports:

- **WinZip (to unzip your End-of-Term reports package)**
 1. Check to see if you have WinZip loaded on your computer by going to <Start>, <Programs>, and looking for the program WinZip.
 2. You can download a trial version by going to <http://www.winzip.com/ddchomea.htm>.
 3. Choose the correct version and click on the link.
 4. Select <Save this program to disk> and save it to your desktop, which is the default.
 5. Run the setup.exe file by double-clicking on it to install it on your computer.
- **Crystal Reports (to view your End-of-Term reports)**
 1. Go to <https://reports.nwea.org>.
 2. On the left hand menu, there is a link to Crystal Reports Viewer. Click on this link.
 3. A window will appear. Select <Save this program to disk> and choose your desktop as the location, which is the default.
 4. Run the .exe file from your computer to install it on your computer.
- **Adobe Acrobat Reader (to view any teacher reports)**
 1. Check to see if you have Adobe Acrobat Reader installed on your computer. (If you have a PC, you can do this by going to <Start>, <Programs> and check to see if you have Adobe Acrobat. If not, you will need to download it before trying to open any teacher reports.)
 2. Go to <http://www.adobe.com/products/acrobat/readstep2.html>.
 3. Go to the gray boxes and follow Step 1, Step 2, and Step 3 to download the file to your desktop.
 4. Run the .exe file from your desktop to install the program on your computer.

To Download Your End-of-Term Reports

1. Select Retrieve Reports from the left navigation bar on the reports website.
2. Click on the READY link for the report order you wish to retrieve.
3. Select <Save this file to disk> and select the location where you want the file to be saved.
4. Right click on the saved .zip file and select <Extract to folder...>. This will unzip the file for you into a regular folder.
5. Open the folder by double clicking and select the files with the blue icon to the left (this is the Crystal Reports icon) and the .exe extension.
 - a. **ClassReportALPHA** = class reports with all students listed alphabetically.
 - b. **ClassReportRIT** = class reports with all students listed in RIT order.
 - c. **GradeReportALPHA** = all students listed by grade in alphabetical order.
 - d. **GradeReportRIT** = all students listed by grade in RIT score order.
 - e. **IndividualStudentProgress** = Individual Student Progress reports. These include longitudinal data showing all historical data points and detailed information for the most requested test term.
 - f. **ASGClassReport (Growth Targets)** = lists students alphabetically by class. Provides each student’s fall-to-spring growth, and shows how that growth relates to the student’s fall growth targets.
 - g. **StudentGrowthSummary** = fall-to-spring growth summarized by school.
6. When you select a report, a window will appear. Select the button <Window Styles>. Select all available options. By selecting these options, you will be able to select the reports you want to print, rather than having to print every report included in the set.

7. After selecting the options and clicking <OK>, click the <Print> button. This will display the reports on your screen. **Use the print setup button at the top of the window to set the page orientation to landscape or portrait.** NOTE: All reports need to be printed in landscape mode, except the Individual Student Progress Report, which is printed in portrait mode.
8. Use the drill down (+ and – buttons) on the left to select the level of the report you would like to print. (Class, teacher, student, etc.)
9. By clicking on one of the groups, a new tab will appear at the top. The tab that is selected is the report(s) that will print when the print button on the toolbar is pressed.

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



Close button - activated when more than one screen is open



Print report - must be used to print; do not use the tool bar print button



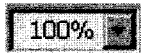
Printer setup - must be turned on in the “Window Styles” window; allows you to select landscape option for printing



Export Reports



Toggle Group tree – allows you to open or close the tree on the left side of the screen



Zoom In or Out



Go to first page



Go to previous page



Page being viewed



Go to next page



Stop loading



Go to last page



Search text

Printing Reports

Be sure to allow adequate uninterrupted printing time when preparing to print reports. Printing time will vary depending on the speed of your printer and the size of your school's reports.

Exporting Data

A .txt data file will be 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.