

Measures of Academic Progress (MAP) Reports Web: Teacher View

Some important things to know before you begin:

- The Reports Web can only be accessed using Microsoft® Internet Explorer 5.01 or higher. NWEA does not provide support for browser software.
- Access the Reports Web at: <https://reports.nwea.org>.
- You must have an assigned User ID and Password from your MAP Coordinator to access your data on the NWEA Reports Web.
- You must have Adobe Reader® installed on your computer to view teacher reports. Instructions are provided in this document to download and install the reader if you do not have it.

Online reports

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

Teacher Reports—Lists students in your class(es) and their test results.

1. Use the list of options on the left of the web page and click on the **Teacher Reports** link.
2. Select the current testing season and click **Submit**.
3. Adobe Reader opens. Your teacher reports appear on the screen. One subject is listed per page. Reports are only available for classes that have tested and uploaded results to NWEA.

Class Rosters—Lists all students associated with your class(es) and provides access to the Individual Student Progress Reports.

1. From the list of options on the left of the web page, click on the **Class Rosters** link.
2. Select the term and the class for which you would like to see the roster listed. Click **Submit**.
3. Select the period for which you would like growth to be calculated on your 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.
4. Click on a **student's ID number** to access all of their historical data. This 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.
5. Click on a **student's name** to access a copy of the Individual Student Progress Report for that particular student. This report only shows fall and spring data. No intake or interim testing points appear on this report.

6. Click on a **class name** to access an Adobe Reader file with all students' individual student progress reports at once. A "tree" appears on the left of the page. You use this tree to access individual student's 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 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.

1. From the list of options on the left of the web page, click on the **Students Not Tested** link.
2. When one or more students in a given subject have not tested, a link will be associated with the number of students. Follow the drill-down links to access the list of students' names. The reasons for invalidations are listed under the status column.

Class By Subject— Provides a view of the academic performance of a given class in a specific subject for a selected term. You may aggregate the report data by ethnicity or gender with the option to display summary data for small groups. For districts that use state proficiency tests, those data are displayed along with the data for the overall test RIT scores.

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, you may aggregate the report data by ethnicity or gender with the option to display summary data for small groups. For districts that use state proficiency tests, those data are displayed along with the data for the overall test RIT scores.

Programs Needed to View Reports

Adobe® Reader®

You use Adobe Reader to view teacher reports. Follow these steps to determine if you have Adobe Reader installed on your computer and, if not, to install it.

To see if you have Adobe Reader installed:

1. Click on Start
2. Go to Programs
3. Reader or Acrobat will be listed under Adobe

To download Adobe Reader:

1. Go to <http://www.adobe.com>
2. Find the get Adobe Reader link.
3. Follow the instructions on the page.