

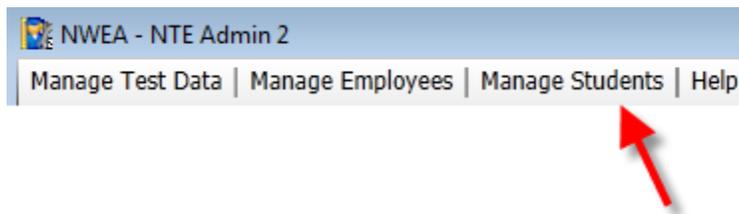
How to Add a Student in the NWEA NTE Admin 2

The directions below describe how to add a new student using the NTEAdmin2 tool, which replaces the TAA that has been in use in MCPS since the MAP testing programs were started. The NTEAdmin2 is located in the Local Apps folder on your school menu. The NTEAdmin2 tool is not installed on every machine. It can be installed on any machine you would like. Let your ITSS know where you'd like it installed. We recommend one machine in each lab and the proctor(s) machines.

A new student is defined as a student who is new to MCPS. If a student transferred from another MCPS school, then you will use the "Move" feature and not the "Add" new student feature. Directions on the "Move" feature follow the directions on adding a new student.

1. Launch and log in to the NTEAdmin2 software. Remember that the ID you'll use to log in to the NTEAdmin2 is XXYYYnteadmin.

From the top menu, click **Manage Students**.



2. Under Manage students, select **Add New Student**.
3. The Add Student Profile screen will appear.

NWEA - NTE Admin 2
 Manage Test Data | Manage Employees | Manage Students | Help

Add Student Profile * indicates required field

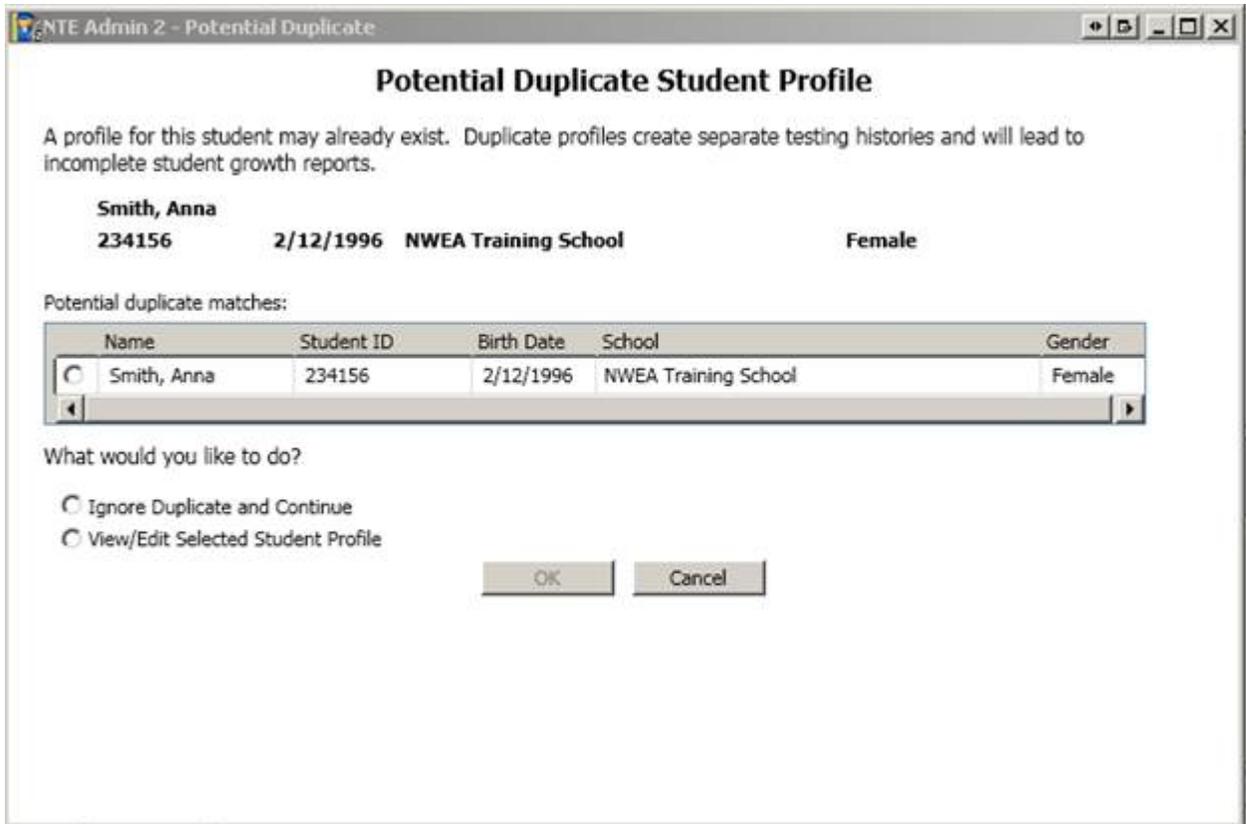
If you are adding a student that may have been enrolled in a previous term or at another school in your district, please try to locate the student with our [Search Student](#) function and update the existing Student Profile.

First Name * Middle Name Last Name *
 Suffix Gender * Female Male
 Birth Date * Ethnic Group *
 Student ID * Special Program [Add](#)

Enrollment Term

School *
 Grade *
 Instructional Begin Date * Total # of Instructional Days *
 Class [Assign Classes](#) [Add Another School](#)

4. All fields that have a red asterisk are required fields. The Instructional Begin Date is 8/27/2012 and the Total # of Instructional Days are 184.
5. When you have completed the student profile, click the Save & Close button to save the student record to the NWEA database. If NTE Admin 2 discovers a similar record in the NWEA database when attempting to add a student, the Potential Duplicate Student Profile message will be displayed (see screenshot below). This message will allow you to view and edit the potential duplicate record rather than proceeding with your entry. If you confirm that the flagged student profile is not a duplicate, you may click to ignore the warning. If the student is a duplicate student click the "View/Edit" Selected Student Profile to move the student to your school.

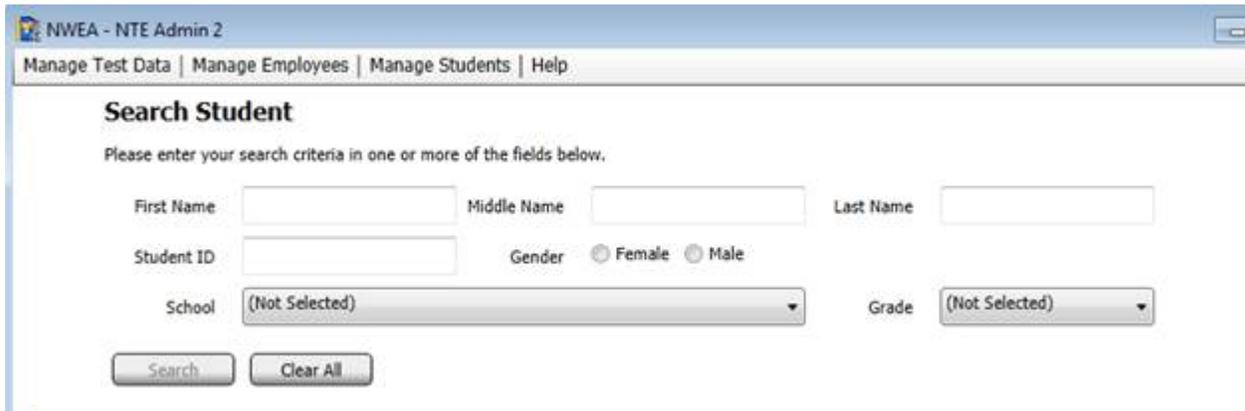


Warning: It is important to ensure that students are not duplicate students. If a student is recorded as a duplicate student in the NWEA database, then the student's scores will not be displayed on the NWEA reports website until a DRR (Data Repair Request) request is filled out and sent to NWEA.

6. After the student record has been saved to the NWEA database, you will be prompted to add the student to your local NTE folder. Click Yes to download the student information to the select school's NTE folder so it is available for selection in MAP TestTaker.

Moving a Student in the NTE Admin 2

1. If a student transfers to your school from another MCPS school, then you will want to move this student in your school's NTE Admin.
2. Login to the NTE Admin 2 with your school's NTE Admin login.
3. From the top menu, click Manage Students - View/Modify Student Profile. The Search Student screen will appear.



The screenshot shows the 'Search Student' interface in the NTE Admin 2 application. The window title is 'NWEA - NTE Admin 2'. The navigation menu includes 'Manage Test Data', 'Manage Employees', 'Manage Students', and 'Help'. The main heading is 'Search Student'. Below the heading, there is a prompt: 'Please enter your search criteria in one or more of the fields below.' The search form contains the following fields: 'First Name', 'Middle Name', and 'Last Name' (text input fields); 'Student ID' (text input field); 'Gender' (radio buttons for 'Female' and 'Male'); 'School' (dropdown menu with '(Not Selected)' selected); and 'Grade' (dropdown menu with '(Not Selected)' selected). At the bottom of the form are two buttons: 'Search' and 'Clear All'.

4. Enter your search criteria in the appropriate fields. You can enter part of a student's name and/or search on more than one field at a time.
5. After you have entered your search criteria, click the Search button.
6. Select the student record you wish to modify from the list below using the Edit button.
7. The Edit Student Profile screen will appear. Select the student's updated school using the School dropdown in the bottom box. Click the Assign Classes link to open the Class Assignment window. Make your class selections and click Save. When you have finished making changes to the student profile, click the Save & Close button. To cancel your changes and reset the student profile back to what it was before you started making changes, click the Cancel button.
8. Once changes have been saved to NWEA's servers, you will have the option to update (download) the student's info in new school's Network Test Environment (NTE) folder. Click Yes to do so, or No if you plan to do so at a later date.
9. Once finished, you will be returned to the Search Student page.

