



Northwest Evaluation Association

Partnering to help all kids learn

Measures of Academic Progress (MAP)



Reference Guides

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Overview

Below is a list of common student questions along with possible staff responses. Use the Classroom Discussion Points section to talk with students about what to expect from MAP assessments.

Recommendations

- To better inform students about the upcoming test experience, access the *MAP Student Presentation (PowerPoint®)* from the Document Library page in the Member Support section of the NWEA web site.
- Convert relevant PowerPoint slides into overheads for quick reference.

Talking With Students

Common Student Questions

What are MAP Tests?

MAP assessments are achievement tests in Mathematics, Reading, Language Usage, and Science taken on a computer.

How do MAP Tests Work?

The computer displays one test question at a time on the screen. You will select an answer using the mouse or the keyboard. The difficulty of the test will adjust based on how you perform on the questions that you answer. It will build a test just for you.

Why are We Taking MAP Tests?

This test will show me how well you are performing so I can best help you in class. It will also help me know what you should be working on to improve the most.

Talking With Students

Classroom Discussion Points

Taking the Test:

- You are not expected to know the answer to every question. You will need to use your best test-taking strategies (you may want to review these with the students here).
- You must answer every question. Questions cannot be skipped.
- Once you have answered a question and gone on to the next one, you cannot go back. Because the test uses your past answers to choose subsequent questions, your answer is locked in.

When You Enter the Lab:

- Make sure your name is listed on the computer screen where you are sitting. If it is not, let the proctor or teacher know right away.
- You will see **Start Test** displayed on the screen. Wait for directions from the proctor before you click this button. She or he will let you know when it is okay to begin the test.

As You are Working on the Test:

- For the Mathematics test, you will have scratch paper and pencils available. You can use this to help you work out problems and then answer the questions on the computer. Scratch paper can be left at the computer and should not be removed from the test room.
- Some Mathematics questions will have a pop-up calculator appear on the screen. It will only be available for some items. You do not have to use the calculator if you do not choose to. It is available as a resource. You can hide the calculator by clicking the button at the bottom of the screen called **Hide Calculator**. You can also move it if it is in your way. This calculator works just like a hand-held calculator. Click on the numbers and symbols you want to use.
- Some Reading and Language Usage questions may have passages that are too long to show up all at once on the screen. They will have a scroll bar to the right of the passage. This scroll bar can be moved up or down in order to read the entire passage.

When You Finish the Test:

- Raise your hand to let the proctor or teacher know you are done.
- Do not push any buttons; wait for the proctor or teacher to do this.
- Sit back from your computer and read your book.

Other Reminders:

- I can give you a drink and bathroom break before the test begins.
- You need to bring a book with you to read when the test is completed.
- This is just like any other test; you cannot talk to anyone or use any books to look things up.
- You need to do your personal best on this test. This information is very important in helping us to set goals for you and to monitor your progress.

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 <https://reports.nwea.org>.
- You must have an assigned User Name and Password provided by NWEA to your school administrator or MAP Coordinator to access your data on the Reports Site.
- 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 the following link to change your password.

Change Password

Gives you the ability to change the password associated with your User Name. To change your password:

1. Enter your old password and new password in the corresponding fields.
2. Click **Submit**. Your changes are saved and must be used the next time you log on. To cancel the operation and leave your password as it was, click **Cancel**.

Online Reports

Teacher Reports

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

1. Click **Teacher Reports** from the left-hand navigation menu.
2. From the drop-down menu, select the **term** you wish to view the reports.
3. Choose the format for goal scores. You can view them by RIT ranges or goal descriptors (i.e., Lo, Av, Hi). Click **Submit**.
4. Adobe Reader opens and your teacher reports appear on the screen. One subject is listed per page. Reports will only be available for classes that have tested and have uploaded to NWEA for the selected term.

Class Rosters

Lists all students associated with your class(es) and provides access to the Online Student Progress Report.

1. Click **Class Rosters** from the left-hand navigation menu.
2. Select the term and the associated class(es) will display. Select 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 Online 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. Select the type of report you wish to generate – text, graph, or both.
5. 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.
6. 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.
7. Click on a **student's name** to access a copy of the Online 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.
8. Click on a **class name** to access an Adobe Reader file with all students' Online 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 also allows you to print all of your class' progress reports once.

Instructional Resources - Class By RIT (optional)

Two classroom reports are included in this link: Class Breakdown by RIT and Class Breakdown by Goal. These reports provide at-a-glance information about classroom academic diversity by subject and by goal strand.

1. Click **Class By RIT** from the left-hand navigation.
2. Select the term and class and click **Submit**.
3. The Class Breakdown by RIT report displays.
4. Click on a subject name (e.g., Mathematics) to drill-down to the Class Breakdown by Goal 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.

Class By Subject

Provides a view of the academic performance of a given class in a specific subject for a selected term. You may 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, you may disaggregate the report data by ethnicity or gender with the option to display summary data for small groups.

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 without intent to resume.

1. Click **Students Not Tested** from the left-hand navigation.
2. 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 list of students' names. The reasons for invalidations are listed under the status column.

Data-tools

DesCartes: A Continuum of Learning

DesCartes 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.

Program Needed to View Reports

Adobe Reader

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

1. Click on **Start**, then **Programs**. Look for Adobe Reader or Adobe Acrobat in the list of programs that displays. If you do not see either, follow the next steps.
2. Go to <http://www.adobe.com>.
3. Find the **Get Adobe Reader** link.
4. Follow the instructions on the page.

Some important things to know before you begin:

- You must have a User Name and Password from Northwest Evaluation Association (NWEA) or your MAP Coordinator to access downloads and information via the Test Administration Application (TAA).
- TAA can only be accessed using Microsoft® Internet Explorer 5.01 or higher on Windows-based computers.
- The instructions below make the assumption that you have already downloaded agency data and student data to a Network Testing Environment (NTE) database. For more information on how to do this, refer to the *MAP System Setup Guide* from the Document Library page in the Member Support section of the NWEA web site.

Starting TAA

Follow the steps below to start TAA.

1. Use Microsoft Internet Explorer to access TAA at <https://map.nwea.org/taa.hta>.
2. The TAA login screen displays. Enter your User Name and Password. Click **Submit**. The options listed vary depending on the permissions granted to the User Name you used to log on to the web site.

Adding a New Student

When a student is not already in the NWEA or local NTE database, you can add a profile for that student to both the database on the local server and the database on the NWEA server at the same time. This feature is most often used when a new student enrolls after the class roster file (CRF) has been prepared and uploaded to NWEA. If a student is moving from one school to another school within the district, use the **Locate Student** feature to change the school in the database and to add him or her to the local server.

1. On the left side of the window, select the **Add New Student** menu option from the **Students** menu.
2. The **Add Student Confirmation** window displays. To avoid a duplicate entry of the student, click **Locate Student**. Enter search criteria to locate the student and click **Submit**.
3. The **Locate Student Search Results** window displays. If no results are found, continue with the instructions below. If the student appears, a record already exists for that student and there is no need to create a new one.
4. On the left side of the window, select the **Add New Student** menu option from the **Students** menu.
5. The **Add Student Confirmation** window displays. Click **Add New Student**.
6. The **Add New Student** window displays. Fill in the blanks to specify the student's name, ID, and birth date. Make selections to associate the student with a school, grade, gender, ethnic group, and the current term. Fill in the blanks to specify the beginning date for instruction and total number of instructional days at that school for the current year.

7. Associate the new student with a teacher from the list. This will allow his or her test results to be available on teacher and class reports.
8. Click **Submit**.
9. On the **Add Student to NTE** page, click **Save Student** to add the student to your local database as well as the NWEA database. A message reporting success appears at the bottom of the screen.
10. A blank **Add New Student** window displays so you can add another student.
11. To avoid a duplicate entry of the student, select the **Locate Student** menu option from the **Students** menu and enter search criteria to locate the student and click **Submit**. Continue with steps 3 through 9 above.

Moving a Student

If a student has changed schools within your district, you may move them through TAA.

As MAP Coordinator:

1. Log on to TAA using the MAP Coordinator User Name and Password.
2. Click **Locate Student** from the **Students** menu.
3. Enter search criteria to locate the student and click **Submit**. If one or more students are found who match the criteria entered, a list of matching students will be displayed.
4. If the student to be moved is listed, select the new school from the drop down menu.
5. Under the **Action** column, click **Move** on the row for the correct student to relocate the student to the preferred school.
6. When the transfer of students is processed, the student data will be automatically saved to the local NTE as long as TAA can locate that NTE and the local Windows network account has adequate permission.
7. If TAA cannot find the NTE for the selected school, it will prompt you for the location of that school's NTE. And, if you choose not to add the student to the NTE, student information will need to be downloaded into that school's NTE before they test the student.
8. The **Move Student Confirmation** window is displayed and shows the location of the NTE to which the student was added. To move another student, click **Back to Locate Student** and repeat steps 3 through 6 above.

As a School Administrator (School Admin) or School Level Proctor:

1. Log on to TAA using a School Admin or school level Proctor User Name and Password for the receiving school.
2. Click **Locate Student** from the **Students** menu.

3. Enter search criteria to locate the student and click **Submit**. If one or more students are found who match the criteria entered, a list of matching students will be displayed.
4. If the student to be moved is listed, select the receiving school (only your school will be listed for selection).
5. Under the **Action** column, click **Move** on the row for the correct student to relocate the student to your school.
6. When the transfer of students is processed, the student data will be automatically saved to the local NTE as long as TAA can locate that NTE, have adequate network permissions, and you are not currently testing that student.
7. If TAA cannot find the NTE for the selected school, it will prompt you for the location of that school's NTE. And, if you choose not to add the student to the NTE, student information will need to be downloaded before you test.
8. The **Move Student Confirmation** window is displayed and shows the location of the NTE to which the student was added. To move another student, click **Back to Locate Student** and repeat steps 3 through 6 above.

Modifying a Student's Profile

If information about a student changes, you can modify it through TAA.

1. On the left side of the window, select the **View/Modify Student Profile** menu option from the **Students** menu.
2. The **Find Student** window displays. Enter search criteria to help locate the student in the database and click **Submit**.
3. You can sort the names that display by either **Name** or **Student ID**. Click the **Next Page** link, if necessary, to view the names of all students on the list.
4. On the row with the desired student's name, click either **Modify** (to change the student's profile) or **View** (to view the student's profile).
5. If you click **Modify**, the **Modify Student** window displays. Make the desired changes and click **Submit**. The program displays a confirmation message in the status bar at the bottom of the window when the student profile is updated in the NWEA database.
6. You may reassign a student to a different teacher by finding the new teacher in the list and selecting it for that student.
7. If you modify a student's grade, you must re-download the student data using the **<Download Student>** functionality.

Uploading Test Results

When a student takes a test, his or her test score is stored in your NTE database. In order to generate reports, you must upload the test results for all students to the NWEA server. All TestTaker sessions must be exited or stopped to perform the upload. We recommend uploading results at least once each day you test. This will keep the upload file size smaller and allow teachers to access reports quickly.

1. On the left side of the window, select the **Upload Test Results** menu option from the **Tests** menu.
2. The **Upload Test Results** window displays. It shows your agency (your school or district). To upload test results for your school:
 - Click **Find Agency** to display a screen where you can view the agency hierarchy.
 - To view the agencies under an agency, click the plus symbol to the left of the agency.
 - Highlight the desired school name.
 - Click **Submit**. That agency is displayed in the **Upload Test Results** window.
3. Once your school appears in the **Upload Test Results** window, click **Next**.
4. When you see the **Upload Test Results** confirmation window, click **Start Upload** to proceed with uploading test results for that agency. As it uploads the test results, the program shows a progress bar in the **Upload Results** dialog box. If you decide you don't want to upload test results, just click another menu item.
5. When the **Upload Results** dialog box displays a message that the upload is complete, click **OK**.

Homeschooled Students

Homeschooled students should be added through TAA. Follow the steps for **Adding a Student** listed above. Homeschooled students must be associated with the school where they are to be tested. They should not, however, be associated with a teacher. All homeschooled students must be coded with the HMS code in TAA. It is important to note that data from homeschooled students will not appear on the reports for the school or the district. The end of test score screen must be printed for the student to have a record of their scores.

Creating Proctor Logins

Proctor logins may be created by MAP Coordinators or School Admins to allow access to TestTaker and TAA functions.

1. Log on to TAA using the MAP Coordinator, district level, or School Admin level User Name and Password.
2. On the left side of the window, select **Add New Employee** from the **Employees** menu.
3. On the **Add New Employee** screen, fill in the blanks to specify the employee's name and ID. Select **Proctor** from the drop-down menu for **Position**. Associate the employee to a school or district using **Find Agency** for both **Works At Agency** and **Security Level**.

4. Highlight the necessary permissions in the **Available Permissions** window and use the > button to move the selected permissions to the **Assigned Permissions** window. Below is a list of typical permissions assigned to a school level Proctor:

View NWEA Agency	View Quick Reports	Proctor Tests
Add New Student	Upload Test Results	Download NWEA Agency Data
Modify Student Profile	Download Test Packages	Locate Student
View Student Profile	Download Student	

5. Once all data are entered, click **Submit**.
6. Agency data will need to be downloaded before using the new Proctor login to access TestTaker.

Creating School Admin Level Logins

School Admin level logins may be created by the MAP Coordinator to allow access to teacher logins and reports, school level reports, and to administer proctor logins for a specific school. Follow the steps listed under “Creating Proctor Logins” to create a School Admin login, assigning **School Administrator** as the **Position** type in Step 3. School Admin logins must be associated with a school or they will not work. Below is a list of typical permissions assigned to a School Admin level login:

View NWEA Agency	Delete Students	Upload Test Results
Assign Tests to NWEA Agency	Delete NWEA Agency Data	Download Test Packages
Add New Employee	Add New Student	Download Students
Modify Employee Security	Modify Student Profile	Proctor Tests
View Employee Security	View Student Profile	Download NWEA Agency Data
Delete Test Packages	View Quick Reports	Locate Student

Some important things to know before you begin testing each season:

- **Download the latest version of TestTaker** from the Downloads page in the Member Support section of the NWEA web site.
- If you will be testing on Windows-based computers and have enough RAM (approximately 250 MB per 30 computers) available on the server, we recommend you install TestTaker on a networked server. On the computers that will be used for testing, create short-cuts to the application.
- TestTaker requires a minimum screen resolution setting of 800 x 600.

Launch TestTaker

1. Double-click the TestTaker application icon to launch the program. On a PC, this can be found in the Windows Programs menu. On a Macintosh, the icon will appear in the location you specified during installation. The login screen appears.
2. Enter the appropriate proctor credentials into the User Name and Password fields. For assistance with proctor User Names and Passwords for your district, consult your MAP Coordinator; access to all proctor accounts is provided to them in the Enrollment Summary section of the Reports Site.

Select Tests

Follow the steps below to select which test to administer.

1. Click the down arrow next to the **Select** box and choose the test subject from the drop-down menu.
2. Click on the test subject and type to administer from the list that displays.
3. Click **Add**. The selected test displays in the **Tests Selected** box.
4. To remove a test from the list, click on the test name and click **Delete**.
5. When the correct test to administer is selected, click **Next**.

Select a Student and Start a Test

Follow the steps below to select a student and start a test.

1. To locate a student's name in the Network Test Environment (NTE) database, search by ID number, by the student's first or last name, and/or by grade:
 - To search by the student's ID number, type the number in the ID box and click **Search**.
 - To search by name, type the first letter or first few letters of the student's first or last name in the appropriate box, and click **Search**.

- To search by grade, choose the grade from the drop-down menu, and click **Search**.
 - You can also enter part of the student's name and the student's grade to narrow the search.
2. To start a test, click on the student's name in the list that displays and click **Finish**.

Administer Tests

Below is a number of things to be aware of while administering tests.

Taking a Test

Caution each student to carefully select answers, as it is not possible to return to the previous questions.

Students may use paper and pencil to work problems on the Mathematics test and may use the pop-up calculator when it is displayed. They may not use a hand-held calculator on any test.

“Refreshing” an Item

If an item does not display properly, you can “refresh” it:

- PC – Press **Ctrl+Shift+R**
- Macintosh – Press **Apple+Shift+R**

If you notice a problem with an item after you refresh it, look in the upper right hand corner of the screen. The item number is displayed after the sequence number. This number should be recorded on the *Problem Item Report form* located on the Document Library page in the Member Support section of the NWEA web site and emailed to NWEA with an explanation of the problem. NWEA requires this number to address any problems. If the test item does not display correctly after refreshing it, you can terminate the test (making sure it is set to resume). When you restart the test, a different test item will be displayed.

Terminating or Delaying a Test

If a student does not show up for a test or leaves before finishing the test, you can terminate or delay the test by following the steps listed below. You can also use these steps to invalidate a test.

1. Display the Proctor Administration Menu:
 - PC – Press **Ctrl+Shift+P**
 - Macintosh – Press **Apple+Shift+P**
2. Enter your password.
3. Click the **Terminate** button if the student needs to leave the testing station – the default is to make the test resumable. This should be chosen if you want the student to be able to come back and finish their test. Be sure to protect your password during each of these steps. If a student needs to take a break, go into the proctor screen and leave this screen on the monitor. When the student returns, use the **Close** button to return to the test.

Finishing a Test

The score is shown upon completion of the test. Be sure to tell students to look for this screen and to alert the proctor when they reach it.

Upon clicking **Continue** on the score display screen, a message displays asking whether you would like to print the screen. If the score is not captured at this point, it will not be available until 24 hours after the results are uploaded to NWEA. After clicking **Yes** or **No**, the next test for the student begins. Or, if no other tests are chosen, the **Select Student** screen displays.

Test Additional Students

To administer the same subject and type of test or tests to the next student, follow the steps to locate the student's name in the database and begin testing. To administer a different test or tests to the next student, click **Previous** on the **Select Student** screen and follow the procedures to select tests and then select a student.

NOTE: *You must delete the test that was given previously. Otherwise, the student will be set up to take two tests. See step 4 under Select Tests.*

Recommendations

- Students should be tested no more than four times during a school year. A reasonable interval between tests is at least a month if you wish to observe change.
- Avoid setting up students to take more than one test at a time; however, if time allows and the student is able, another test may be set up and given immediately following the first test. We do not recommend you do this with elementary-age students.

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 <https://reports.nwea.org>.
- 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 School Administrators to access the Reports Site. School Administrators will also have access to the teacher logins for his/her building. 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.
- 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 has 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 Data Text 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 **Get File List**. The file(s) available for download will appear in the Local File box.
2. Select the file(s) you would like to download. You can select more than one file by holding down the **Ctrl** key while clicking on the file names you would like to download.
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. MAP Coordinators are able to change their own. To change the password:

1. Type into the textboxes your old password and new password.
2. When you click **Submit** your changes are saved and must be used the next time you log on.

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, 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 Student Progress Report.

1. Click **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 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 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 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 also allows you to print all of your class' progress reports once.

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 without option to resume. 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. The reasons for invalidations are listed under the Status column.

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. These students will need to be re-rostered by submitting a realignment CRF.

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.

Instructional Resources - Class By RIT (optional)

Two classroom reports are included in this link: Class Breakdown by 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 RIT report displays.
4. Click on a subject name (e.g., Mathematics) to drill-down to the Class Breakdown by Goal 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.

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.

Data-tools

DesCartes: A Continuum of Learning

DesCartes 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.

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 scores.

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 scores. 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.


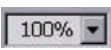











StudentGrowthSummary — Student Growth Summary report summarizes by subject and grade the fall-to-spring, spring-to-spring, or fall-to-fall growth of all students by school. It is available only when reports are ordered for spring or fall and is included in the report suite after testing has been declared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

1. Go to <https://reports.nwea.org>.
2. Click on the **Crystal Reports Viewer** link in the left column 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. Follow these steps to determine if you have Adobe Reader installed on your computer and if not, to install it.

1. Click on **Start**, then **Programs**. Look for Adobe Reader or Adobe Acrobat in the list of programs that displays. If you do not see either, follow the next steps.
2. Go to <http://www.adobe.com>.
3. Find the **Get Adobe Reader** link.
4. Follow the instructions on the page.

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 <https://reports.nwea.org>.
- 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 User Name 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, special programs file (SPF), or student master file (SMF) 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 Active X 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 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.
- To notify NWEA that testing is complete for a school, click on the school's **Mark Complete** link.

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.
3. You can select optional grouping of **Gender**, **Ethnicity**, or **Special Programs**. If you submitted an SPF, you will receive the Student Growth Summary Report 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.
4. 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.
5. If you would like email notification to be sent to you and to additional individuals when your reports are ready, enter those email addresses separated by semicolons in the **Email Addresses** text box.
6. 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.
7. Click **Submit Order** 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. 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 report. Once you unzip the file, you 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 school. The school may be requested to retrieve those files through this link.

1. Enter the tracking number that was given to you by NWEA Technical Support in the box provided and click **Get File List**. The file(s) available for download will appear in the Local File box.
2. Select the file(s) you would like to download. You can select more than one file by holding down the **Ctrl** key while clicking on the file names you would like to download.
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 your User Name. Your MAP Coordinator will see any changes you make to your password.

1. Type into the textboxes your old password and new password.
2. When you click **Submit** your changes are saved and must be used the next time you log on.
3. If you click **Cancel** your changes 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 school. 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 **term** and click to add a checkmark if you want to see teacher passwords, click **Get Teacher List**.
2. 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 Student Progress Report.

1. Click **Class Rosters** from the left-hand navigation menu.
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 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 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 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 also allows you to print all of your class' progress reports once.

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 without intent to resume. 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. These students will need to be re-rostered by submitting a realignment CRF.

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.

Instructional Resources - Class By RIT (optional)

Two classroom reports are included in this link: Class Breakdown by 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 RIT report displays.
4. Click on a subject name (e.g., Mathematics) to drill-down to the Class Breakdown by Goal 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.

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.

Data-tools

DesCartes: A Continuum of Learning

DesCartes 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.

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 scores.

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


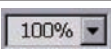











GradeReportRIT — Grade reports feature one group for each grade, sorted by the students’ RIT scores. Each report includes data for a single term only.

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 **Window Styles**. Check all the available options.
7. Click **Print** to display the reports on your screen. You can use **Print Setup** 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 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.

1. Go to <https://reports.nwea.org>.
2. Click on the **Crystal Reports Viewer** link in the left column 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. Follow these steps to determine if you have Adobe Reader installed on your computer, and if not, to install it.

1. Click on **Start**, then **Programs**. Look for Adobe Reader or Adobe Acrobat in the list of programs that displays. If you do not see either, follow the next steps.
2. Go to <http://www.adobe.com>.
3. Find the **Get Adobe Reader** link.
4. Follow the instructions on the page.

