

OPERATIONAL REPORTS REFERENCE

The following reports help you to keep testing on track and to correct data issues on MAP reports.

Check Testing Progress

Required Role: Data Administrator or District Assessment Coordinator or School Assessment Coordinator

Name	Key Data	Key Uses
Students Without Valid Test Results Report on page 2	Which students have not yet tested for each test	Identify students with either incomplete (suspended) tests or completed tests that are invalid
Test Events by Status Report on page 4	Total count within each grade of valid, invalid, suspended, and terminated tests	Monitor how well schools are progressing in testing

Check Reporting Issues

Required Role: Data Administrator or District Assessment Coordinator. Also School Assessment Coordinator for this report: Students Without Reporting Attributes.


Name	Key Data	Key Uses
Students Without Reporting Attributes Report on page 5	Students in each school with missing attributes	Identify students who lack the information to appear on reports, such as ethnicity
Instructors Without Class Assignments Report on page 7	Teachers (Instructor role) without a class assignment this term	Identify instructors who cannot access reports
Students by District on page 7	All student records in CSV format with demographic information	Verify your student demographic information for a given term

Check User Profiles

Required Role: Data Administrator or District Assessment Coordinator.


Name	Key Data	Key Uses
Potential Duplicate Profiles	Users with the same ID or missing ID, in CSV format	Help find duplicate entries for the same student or Instructor so you can clean your records
Profiles With Shared IDs	Users with similar data, in PDF format	
User Roles Report on page 10	Users and all the roles assigned to them	Identify who has access to the MAP site, specific data, and specific features

Students Without Valid Test Results Report

		Students Without Valid Test Results				
City High School		Term:	Fall 2018-2019			
		District:	NWEA QA Sample District01			
		Date Range:	Aug 20, 2018 to Nov 27, 2018			
Grade 09						
Mathematics						
Growth: Math 2-5 2007						
ID	Name	DOB	Gender	Date Created/Updated	Status	Invalidation Reason
57667595	Abbott, Jack	3/14/98	M		Not Tested	
37979840	Adams, Allison	9/1/98	F	11/13/17	Not Tested	
82217742	Bauch, Anne	3/6/98	F	11/13/17	Not Tested	
97852730	Bednar, Christopher	1/25/98	M	11/13/17	Not Tested	
12715340	Beier, Nicole	3/25/98	F	11/13/17	Not Tested	
54403759	Berge, Kenneth	10/22/98	M	11/13/17	Not Tested	
62004373	Bradtke, Scott	5/1/98	M	11/13/17	Invalid	1: Test duration too short
85530749	Brown, John	3/22/98	M	11/13/17	Not Tested	


Description	Identifies students who have not started testing, who have started but not completed testing (suspended, paused, or terminated), or who have completed tests that are invalid (could not be given a final, valid score). Use this report to check your progress toward completion of the testing schedule.
Notes	<ul style="list-style-type: none"> ▪ Students added since the last nightly processing session do not appear on the report. ▪ For students to appear under a given grade and test, at least one student in that grade must have a completed test. As soon as one student finishes, then all other students in that grade will appear until they complete the same test. <ul style="list-style-type: none"> ◦ Note: If a student mistakenly completes a test not intended for his or her grade, then the report assumes all other students in that grade should have completed the test. Try removing that test from the report options. ▪ <i>No Data Available</i> appears if all students have completed testing ▪ Date Created/Updated: Reflects the last time the student profile was updated, excluding test events. <i>Tip:</i> To see test event dates, use Test History search under the Manage Test Sessions > Find Students page. ▪ The Not Tested status includes students who have begun testing but not finished. ▪ The Invalid status also shows the reason. For details about invalid tests, see: MAP Help Center > Your Data > Missing/Problematic Data > Invalid Test Results
Tip	<p>If you see more or fewer students than expected, you might need to adjust the report options. Select a specific grade and subject, combined with the specific tests you expect those students to take.</p> <p>Alternatively, use Test History Search (open Manage Test Sessions and click Find Students to Test).</p>

Test Events by Status Report

 Test Events by Status						
		Term:	Winter 2011-2012			
		District:	NWEA Sample District 3			
		Date Range:	Dec 1, 2011 to Feb 29, 2012			
Mt. Bachelor Middle School						
Mathematics						
		Valid	Invalid	Suspended	Terminated	Total
Grade 7		2	0	0	1	3
Total		2	0	0	1	3
Total for Mathematics		2	0	0	1	3
Reading						
		Valid	Invalid	Suspended	Terminated	Total
Grade 7		1	0	0	0	1
Total		1	0	0	0	1
Total for Reading		1	0	0	0	1
Science - General Science						
		Valid	Invalid	Suspended	Terminated	Total
Grade 7		2	0	4	0	6
Total		2	0	4	0	6
Total for Science - General Science		2	0	4	0	6

Description	Summarizes MAP Growth test events (rather than the number of individual students tested) by school, grade, and subject within a specific date range for the current term so you can quickly see how schools are progressing through the test season and whether mandated testing is complete.
Requirements and Notes	<ul style="list-style-type: none"> ■ Use this report in conjunction with the Students Without Valid Tests Report to identify students that still need to be tested. ■ Students must be assigned a school to appear on this report. ■ All test events in the selected date range are counted (not limited to growth test events). ■ Status information on test events for all students includes count of: <ul style="list-style-type: none"> ○ Valid–Test events were completed in the date range with all test items answered. ○ Invalid–Test events were completed in the date range and marked as invalid. For example, the test time may have been too short or the standard error calculation too high. ○ Suspended–Test events were temporarily stopped during the date range. Students may resume and complete the tests. ○ Terminated–Test events were canceled during the date range before completion. Students cannot resume these tests.

Students Without Reporting Attributes Report

 Students Without Reporting Attributes									
					Term:	Fall 2011-2012			
					District:	NWEA Sample District 3			
(No School Available)									
ID	Name	DOB	Gender	Grade	Missing Reporting Attributes	Missing School of Record	Date Created/Updated	Profile Status	
	Christian, Bella		F	4	✓		8/16/11	Active	
Total Students: 1									
Mt. Bachelor Middle School									
ID	Name	DOB	Gender	Grade	Missing Reporting Attributes	Missing School of Record	Date Created/Updated	Profile Status	
889903	Dickinson, Lisa	6/13/2005	F	7	✓		10/10/11	Active	
889922	Jackson, Charmaine	4/6/1999	M	7	✓		10/13/11	Active	
889936	Martin, Faith	5/5/1993	F	7	✓		10/13/11	Active	
Total Students: 4									
St. Helens Elementary School									
ID	Name	DOB	Gender	Grade	Missing Reporting Attributes	Missing School of Record	Date Created/Updated	Profile Status	
889903	Dickinson, Lisa	6/13/2005	F	7	✓		10/10/11	Active	
889922	Jackson, Charmaine	4/6/1999	M	7	✓		10/13/11	Active	
889936	Martin, Faith	5/5/1993	F	7	✓		10/13/11	Active	
Total Students: 4									
Total Students: 9									

Description	<p>Identifies student profiles:</p> <ul style="list-style-type: none"> ▪ With enough information for the student to take tests, but not enough information to include the student's test results in results reporting for any term in which attributes are missing. ▪ That are parent profiles that have been merged, resulting in incomplete attributes for a term. <p>You can use this report to:</p> <ul style="list-style-type: none"> ▪ Troubleshoot missing data on reports. ▪ Identify student profiles to update. ▪ Make sure student test results from specified terms are included in reports.
Notes	<ul style="list-style-type: none"> ▪ Missing Reporting Attributes: Indicates that some or all of the attributes required for reporting are missing on the student profile. Attributes required for reporting include Student ID, Student Last Name, Student First Name, Student Date of Birth, Student Gender, Student Grade, and Student Ethnic Group Name. ▪ Missing School of Record: Indicates whether the profile has no school of record. The school of record, or primary school, is required for results reporting to prevent inconsistencies in reporting at the class, school, and district level. If a student profile has more than one school, the school of record: <ul style="list-style-type: none"> ◦ Prevents test events from being counted more than once in summary statistics ◦ Identifies where test events are included in summary statistics even though they are reported more than once (to all teachers and administrators at all schools)

Instructors Without Class Assignments Report

map [®] Instructors Without Class Assignments		
		Term: Fall 2011-2012
		District: NWEA Sample District 3
Mt. Bachelor Middle School		
ID	Name	Date Created/Updated
LR778866	Ridgely, Lance	9/16/11
Total Instructors:		1
NWEA PD School		
ID	Name	Date Created/Updated
TT1234	Tracy, Trish	10/28/11
Total Instructors:		1
St. Helens Elementary School		
ID	Name	Date Created/Updated
	Consultants, Tech	8/15/11
99	Sys Admin Backup, PD	10/10/11
Total Instructors:		2
Total Instructors:		4

Description	Identifies instructors who have no class associations for the selected term so you can link instructors with classes.
Notes	Instructor status must be active to appear on the report.

Students by District

Students by District

M	N	O	P	Q	R	S
Student ID	Student State ID	Student Last Name	Student First Name	Student Middle	Student Date Of Birth	Student Gender
10101010	111222333	Abshire	Betty	R	9/3/2002	FEMALE
20202020	444555666	Abshire	William	R	11/4/1996	MALE
30303030	777888999	Adams	Allison	J	9/1/1998	FEMALE
40404040	999888777	Adams	James	I	11/8/2004	MALE
50505050	33322111	Ankunding	Christina	C	5/12/1996	FEMALE


Description	List of all student records in CSV format, including demographic information, so you can verify your student information for a given term.
Notes	Does not include class associations nor test events. At this time, the opening columns—with school and Instructor data—are not used.


Profile Reports

There are two operational reports that offer help to find duplicate entries for the same student:

Profiles With Shared IDs	Potential Duplicate Report
<ul style="list-style-type: none"> • CSV format • Only compares profile IDs • Useful if your district uses the Match on ID policy • Less useful if your district re-uses old student IDs, since all recycled IDs will appear as duplicates 	<ul style="list-style-type: none"> • PDF format • Compares not only IDs but also names, birth dates, and other data; consequently, more potential duplicates appear • Useful to avoid errors when using the Import Profiles process in MAP • Not available if your district uses the Match on ID policy • Can take up to 24 hours to process

Potential Duplicate Profiles

 Potential Duplicate Profiles District: NWEA Sample District 3						
Instructor						
ID	Name	Email Address	School	Term	Date Created/Updated	Profile Status
05	Xavier, Charles		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active
06	Xavier, Charles		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active
03	Young, Brian		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active
04	Young, Brian		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active
01	Zielke, Amy		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active
02	Zielke, Amy		Mt. Bachelor Middle School	Summer 2010-2011	12/13/11	Active

 Potential Duplicate Profiles District: NWEA Sample District 3								
Student								
ID	Name	DOB	Gender	Grade	School	Term	Date Created/Updated	Profile Status
57592	Allen, Leslie	9/2/01	F	5	Mt. Bachelor Middle School	Summer 2011-2012	12/7/11	Active
57596	Allen, Leslie	9/2/01	F	5	NWEA PD School	Fall 2011-2012	12/7/11	Active
57864	Anderson, Ron	8/3/98	M	8	NWEA PD School	Fall 2011-2012	12/7/11	Active
57868	Anderson, Ron	8/3/98	M	8	Mt. Bachelor Middle School	Summer 2011-2012	12/7/11	Active

Description	Identifies profiles in the MAP system with similar characteristics that suggest they may be duplicates so you can merge or delete true duplicate profiles.
Requirements and Notes	<ul style="list-style-type: none"> ▪ Data administrators can fix true duplicates at any time in Manage Students. NWEA recommends leaving similar profiles that are not actual duplicate records in the system. ▪ If no data are available for the current term, information from a previous term appears. ▪ If the student attends multiple schools, the report indicates “multiple schools” rather than identifying a school of record.

Profiles With Shared IDs

	A	B	C	D	E
1	ID	First Name	Middle Name	Last Name	Username
2	5516	Joe		Jones	Jjones
3	5516	Martha		Conner	MARTHA16
4	4433	Jane		Oliver	bw
5	4433	Mary	Jane	Watkins	Watkins23
6		Sarah		Smith	testentry
7		Brutas		Proctor	Brutas

Description	<p>This report identifies the following:</p> <ul style="list-style-type: none"> ◦ Student profiles with the same ID ◦ User profiles with the same ID ◦ Profiles that are missing an ID <p>Use this report to clean up your roster and ensure every profile has a unique ID. Unique IDs are required if your district uses the Match on ID policy. This policy is an option that NWEA can establish for you so that all of your roster imports compare profiles by ID only, not by name, birth date, and other data.</p>
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User Roles Report



User Roles

Term: Fall 2011-2012
District: NWEA Sample District 3

St. Helens Elementary School

ID	Name	Role	Profile Status	Date Created/Updated
	Admin, StHelens	Administrator	Active	9/26/11
	Baker, Bob	Administrator	Active	8/7/11
TB1234	Bowlden, Tami	Administrator	Active	8/30/11
	Consultants, Tech	Administrator	Active	8/15/11
	Consultants, Tech	Instructor	Active	8/15/11
HG009988	Gibson, Holly	Administrator	Active	9/7/11
	Gordon, Amy	Administrator	Active	8/7/11
RH009900	Holliday, Rhonda	Administrator	Active	9/9/11
	Mullins, Barb	Administrator	Active	8/6/11
	Newton, Eric	Administrator	Active	8/7/11
LR778866	Ridgely, Lance	Administrator	Active	9/16/11
KR009944	Rombardo, Kimm	Administrator	Active	9/1/11
	Roskelley, Chad	Administrator	Active	10/24/11
TF060018	Saba, Howard	Instructor	Active	10/10/11
34410	St. Helens Elementary School Data Migration Teacher, DM	Instructor	Inactive	8/30/11
99	Sys Admin Backup, PD	Administrator	Active	10/10/11
99	Sys Admin Backup, PD	Instructor	Active	10/10/11
00225511	Terlep, Tom	Administrator	Active	8/22/11
	TestUser, Sample3	Administrator	Active	11/28/11
	TestUser, Sample3	Instructor	Active	11/28/11
	Whitacre, Robin	Administrator	Active	8/8/11
Total Roles:		21		

User with multiple roles

Description	Summarizes MAP system users and their roles and identifies which users have active profiles so you can search for users by role, school, or status.
Notes	If a user has multiple roles, all roles appear.