

# STUDENTS AND STAFF MANAGEMENT GUIDE

---

This *Students and Staff Management Guide* is written for leaders at schools or the district who:

- Prepare and upload a roster of students and staff
- Add and edit staff users individually
- Add and edit students individually
- Fix data issues in the student records

## Contents:

- [Staff Access](#) on page 2
  - [Choose MAP Roles](#) on page 4
  - [Creating a User Profile](#) on page 7
  - [Add Staff and Roles in Roster Import](#) on page 8
  - [Fix Teacher Profiles](#)
  - [Inactivating or Activating a User Profile](#) on page 12
  - [Deleting a User Profile](#) on page 13
  - [Resetting a User Password](#) on page 14
- [Roster Upload Overview](#) on page 15
  - [Prepare Your Roster](#) on page 15
  - [Import Your Roster](#) on page 19
  - [Import Errors Guidance](#) on page 21

- [Manage Students](#) on page 32
  - [Creating a Student Profile](#) on page 32
  - [FixEdit Student Account Profile](#)
  - [Merge Student Test Data](#)
  - [Fix Test Event Records](#)

## Staff Access

---

In general, your district is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA).

You control access by assigning roles to each person's user profile. A role defines what each person can do and see on the staff site:

<https://start.mapnwea.org>

To begin, review [Steps to Add Users and Roles](#) on page 2 as well as [Choose MAP Roles](#) on page 4.

For maintenance of roles and related settings, see [Manage Users](#).

## Steps to Add Users and Roles

Here are the typical actions your team would follow when adding the user profiles and roles:

Goal	Action	Details
Determine access	Decide how to control access by assigning MAP roles.	<a href="#">Choose MAP Roles</a> on page 4
Add leadership team	To add individuals, access the <b>Rostering</b> tab on the <a href="#">start page</a> and select <b>Manage Users</b> .	<a href="#">Creating a User Profile</a>

*As needed for bulk upload:*

Add other staff and MAP roles	Import non-teaching staff in bulk through the roster process (requires Data Administrator role).	<a href="#">Add Staff and Roles in Roster Import</a> on page 8
Verify staff receives login email	Staff included in the import will receive an automated email with login information.  <b>Note:</b> A Technology Coordinator may need to clear spam filters to allow email from *@nwea.org.	—
Staff checks log-in	Ask staff or a technology coordinator to configure their browser and device to meet requirements.	

*At least 1 week before **every** testing term:*

Add teachers, students, and classes	Complete and import the MAP Roster File Template (requires a MAP role of Data Administrator).	<a href="#">Roster Upload Overview</a> on page 15
Add Proctor role	For new teachers who must administer tests, add the Proctor role through the roster process.	<a href="#">Add Staff and Roles in Roster Import</a> on page 8

## Security policies for staff

For optimal protection of your data, set security policies. In particular, ask staff to memorize their passwords and never share their login credentials. If someone forgets their password, which each person creates during initial login, then that person can choose to reset it from the login page. (Or, if needed, you can assist by [Resetting a User Password](#).)

Your policy could also recommend against browser features that automatically save passwords. Your Technical Coordinator can force this rule in staff browser settings.

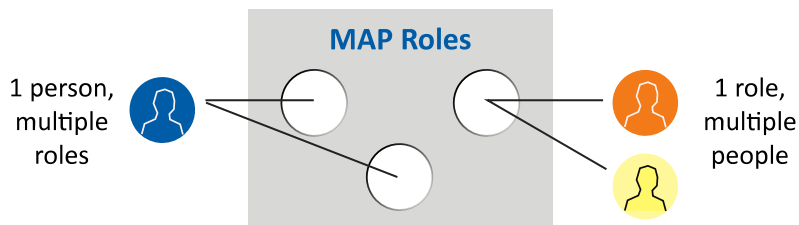
## Access and System Maintenance

The MAP Suite is unavailable several weekends per year for scheduled maintenance. NWEA communicates the maintenance schedule by e-mail to a contact person for your district. Also, warning messages appear 30 minutes before system shutdown.

Most of the scheduled maintenance involves minor changes. Major changes to the software or tests normally occur outside of the typical testing windows. See the [list of upcoming maintenance dates](#).

# Choose MAP Roles

Every person who uses the MAP Suite must have one or more roles assigned to control what that person can do and see. You can fill the roles with any combination of people you need. One person can hold multiple roles, and multiple people can hold the same role to serve as backups.



**Quick tip:** Use the examples below the following diagrams. Also, avoid assigning both school-level and district-level roles to an individual. For example, your School Proctors should not have the District Proctor role. Similarly, avoid assigning all roles to individuals.

See also the detailed spreadsheet: [Role Permissions](#)

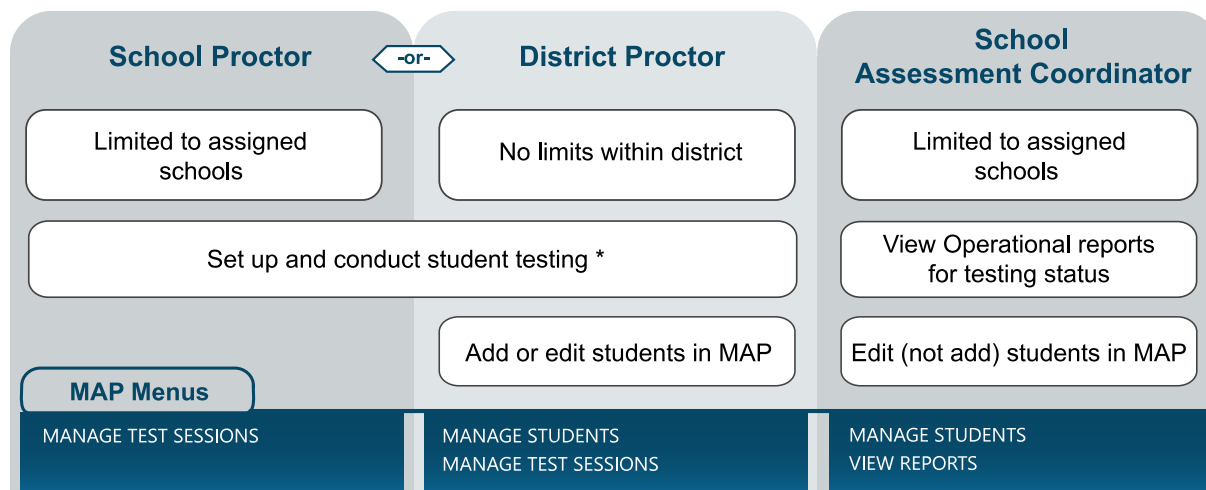
## Roles for Using Data

Instructor	Administrator	School Assessment Coordinator	District Assessment Coordinator
Limited to assigned students and classes	Limited to assigned schools	Limited to assigned schools	No limits within district
Student and class reports			
Grade and school/district reports*			
MAP Menus		Read also: "Roles for Testing"	Export or share test result data
VIEW REPORTS	VIEW REPORTS	MANAGE STUDENTS VIEW REPORTS	MANAGE USERS VIEW REPORTS MODIFY PREFERENCES

### Examples for Using Data:

- Teachers typically use the **Instructor** role.
- Principals and school leaders typically use the **Administrator** role to see results from all students. Or, if they also coordinate test administration, they could use the **School Assessment Coordinator** role.
- Interventionists and specialists could also use the **Administrator** role; but for greater security, they could have the **Instructor** role and a special “class” of students assigned to them during the roster enrollment.

## Roles for Testing



### Examples for Testing:

- For teachers and staff who only need to administer testing, use the **School Proctor** role.  
**\*Note:** School Proctors can only access testing sessions that they or the District Proctor creates.
- The **District Proctor** role is for anyone who helps to lead other Proctors. It enables creation of testing sessions that other Proctors can use, as well as creation of student profiles.
- School leaders who need to monitor testing status typically use the **School Assessment Coordinator** role. This role is restricted, however, from adding student or user profiles.

## Roles for MAP Setup and Maintenance

System Administrator	District Assessment Coordinator	Data Administrator
Assign any MAP role for any user, including oneself	Assign MAP roles for other users, except System Administrator	Assign MAP roles for other users, except System Administrator or District Assessment Coordinator
	View operational reports	
Add or edit users in MAP + Reset user passwords (follows same exceptions as role assignments, above)		+ Also for Data Admin: Add or edit students
Modify MAP preferences for the organization		Import student/staff roster
Mark the Test Window Complete		Add or edit students in MAP, including permission to: –Merge students –Exclude or reassign test events
<b>MAP Menus</b>		
MANAGE USERS MODIFY PREFERENCES	MANAGE USERS VIEW REPORTS MODIFY PREFERENCES	IMPORT PROFILES MANAGE USERS MANAGE STUDENTS VIEW REPORTS

### Examples for Setup and Maintenance:

- Only a few leaders should have the **System Administrator** role because it enables you to grant access to any part of the platform.
- Leaders in charge of the assessment typically use the **District Assessment Coordinator** role.
- The person who imports your enrollment roster each term needs the **Data Administrator** role.

# Creating a User Profile

---

User profiles require at least one role. The role controls the permissions for the user. See [Choose MAP Roles](#) on page 4.

Required role: **District Assessment Coordinator** or **Data Administrator** or **System Administrator**

1. In the left navigation pane, select **Manage Users**.
2. Search to make sure the profile doesn't already exist.  
**Tip:** Select **Include Inactive Users** to make your search as broad as possible.
3. Click **Create User** (near the top) if the search does not return an existing profile for the user.
4. Enter the requested information under **All Roles**.
5. In the User Role section, under Available Roles, select a role that you want to assign this user, then click **Add**.
  - a. Repeat this process for all the roles you want to assign to this user.
  - b. To remove a role, select it in the Roles to Assign list, and then click **Remove**.
6. Click **Continue**.
7. If prompted, specify which schools to assign to this user. You can search for the school name if you type at least three letters.
8. Click **Submit**.

**Note:** With any change, be sure to click **Submit** as needed—possibly on multiple pages—to complete the action. The process is complete and the change is saved only when you see a message such as "User profile has been updated successfully."

The system will automatically send a temporary password to the user's email address.

# Add Staff and Roles in Roster Import

---

You can add staff in bulk using the NWEA<sup>®</sup> roster spreadsheet template called *Additional Users*. You can also use it to assign MAP<sup>®</sup> roles.

For example, you can assign the Proctor role to your teachers or other staff, including people already added into the MAP site. Once they have roles assigned, they will keep those roles, unless you make changes.

## Check Before You Begin

- Ask your technical staff if email spam filters will allow automated emails from nwea.org. The automated email provides login information to your staff. See [Firewall Allowlist and Email Configuration](#) for more details.
- Choose the MAP roles you want to assign. See [Choose MAP Roles](#) on page 4.
- To get a list of your existing users and their current roles, access the User Roles Report (go to the [Start page](#), choose the **MAP Growth** tab, and select **Operational Reports**).

## Complete Additional Users Template

Required role: **Data Administrator**



1. Download the MAP Roster File template from the **Rostering** section of the [start page](#).

**nwea** Help Modify Preferences

**Rostering** MAP Growth MAP Accelerator MAP Reading Fluency

Rostering allows you to manage students in the system and ensure they're assigned to the appropriate groups for testing and reports.

**Manage Students & Faculty**

**MAP**

**Import Profiles/Rostering**  
Upload Roster File and optional Programs File. Add to or update existing rostering data and check roster status.

**Manage Users**  
Create, search, modify, or inactivate educator user profiles. Reset passwords for users.

**Manage Students**  
Search for, create, or modify student profiles; reassign or exclude test events; merge duplicates.

**Download MAP Roster File Template**  
Use this file to associate students with teachers and classes. Also use it to roster additional users, like faculty.

**Download MAP Programs File Template**  
Use this optional file to associate students with programs.

2. Open the roster template and select the **Additional Users** sheet.
3. Complete the required, blue-shaded columns *at a minimum*, and follow the descriptions provided in the top rows:

B	C	D	E	F	G	H	I
School Name	Instructor ID	Instructor State ID	Last Name	First Name	Middle Name	User Name	Email Address
Optional* Blue Middle School	Optional	Optional	Required	Required	Optional	Required	Optional, but required
Sample School	22111		Sample	Sam		sam.sample@GFS.edu	sam.sample@GFS.edu
Sample School	33444		Generic	Geena		geena.generic@GFS.edu	geena.generic@GFS.edu
w. NEVER remove columns. When finished, remove rows 2 - 8 (keep row 1), and save as CSV (not CSV-UTF-8). For import steps, see Import							
Sample School			Broswell	Meg		meqb@ss.edu	meqb@ss.edu
Sample School			Brooks	Ben		benb@ss.edu	benb@ss.edu

Roster **Additional Users** +

**Note:** If your organization uses Match on ID for your import process, the Instructor ID field is required in the Additional Users sheet. Match on ID is uncommon, but it is required if your district uses Clever automated roster or MAP Accelerator, and recommended if you import your MAP data to an instructional content provider.

4. Beginning with column J, complete the roles you want to assign by typing “Y” in the appropriate column or columns.

**Important:** Also complete the **School Name** column when you assign roles to school staff, such as the School Proctor role. If you leave School Name blank, you will grant access to all schools. In the following example, the roles differ between schools:

School Name should not be blank, unless you want to grant permission to *a//schools*

B	J	K	L	P	Q
School Name	Role = School Proctor?	Role = School Assessment	Role = Administrator?	Role = Interventionist?	Role = SN Administrator?
Optional*	Optional	Optional	Optional	Optional	Optional
Brown Elem	Y	Y	Y	Y	Y
Purple Elem				Y	Y

- Keep the first row in place, but remove the description rows, from row 2 through 8 (or whatever row is just above your information):

	A	B	C	D	E	F	G
1	School State Code	School Name	Instructor ID	Instructor State ID	Last Name	First Name	Middle Name
2	Optional	Optional*	Optional	Optional	Required	Required	Optional
3	Code assigned by the state.	School that you permit staff to access.	Unique identifier assigned to	Unique identifier assigned to the teacher (instructor)	Last name connected with the	First name connected with the	Middle name initial connected with the
4	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric
5	2 characters min,	3 characters min,	100	2 characters min,	c	c	20 characters
6	Examples:	Green Elementary	22111		Sample	Sam	
7	(For details, see Prepare Your roster video)	Blue Middle School	22111		Sample	Sam	
8		Green Elementary	33444		Generic	Geena	
9		Brown Elem			Broswell	Meg	

- Save or export a copy of the spreadsheet using the comma-separated (CSV) file format.

**Note:** If you are using Excel®, avoid saving your CSV file(s) as a format variation like CSV UTF-8; however, if you are using a program other than Excel (such as Numbers® or Google Sheets™), you may need to save your CSV file(s) using a CSV format variation.

**If operating outside the USA:** Before saving, you might need to adjust settings so your CSV file uses commas to separate information instead of semicolons. See [Alternative: Saving CSV outside United States](#) on page 16.

## Import Additional Users

Required role: **Data Administrator**

1. Log in at [start.mapnwea.org](http://start.mapnwea.org).
2. Choose **Rostering** from the main menu. Then select **Import Profiles/Rostering**.
3. Click **Start New Import**.
4. On the Set Up Import page, choose **Additional Users**:

\* = Required

**Roster Type** \* [Help me choose](#)

☐ Standard (Schools, Instructors, Classes, and Students)

☒ Additional Users (Add/Update only)

**Roster File** \*

Add...

5. Under **Roster File**, click **Add** and browse to find the CSV file you saved.
6. Click **Next**.
7. Continue through the import process:

1: Preview	2: Validation	3: Import summary	4: Post records
The first 20 rows appear for you to check.	The Import Status message starts with “queued” and finishes with “validated.” <b>Note:</b> “Please wait” continually blinks, even after validation is complete.	The final summary appears.	Your data uploads.
Actions			
When you confirm that you chose the correct file, click <b>Confirm</b> . If <i>We Have Encountered an Error</i> appears, see <a href="#">Preview Errors</a> on page 22.	If <i>File Format Validated with Errors</i> appears, click <b>Review Roster Errors</b> . See <a href="#">File Format Errors</a> on page 23. – or – If <i>Data Validated with Errors (or No Errors)</i> appears, click <b>Review Import Summary</b> . Continue to Import Summary.	If <b>Reconcile Errors</b> appears (near the bottom), then click it. See <a href="#">Reconcile Errors</a> on page 25. – After errors reconciled – When <b>Post Valid Records</b> appears, click it.	

# Inactivating or Activating a User Profile

---

Inactivating a user profile prevents that person from logging in to the assessment platform ([teach.mapnwea.org](https://teach.mapnwea.org)). For example, you might inactivate a user profile when an individual takes a leave of absence. When the user returns, you can reactivate the profile.

You cannot inactivate your own user profile, nor can you inactivate a user profile with a higher priority than your own. The order of priority appears in the following list of roles, from left to right. For example, the District Assessment Coordinator cannot inactivate a user profile with the System Administrator role.

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

## To inactivate a user profile:

1. In the left navigation pane, select **Manage Users**.
2. Search for the user profile.
3. In the Search Results section, select the profile you want to inactivate.
4. Click **Inactivate Profile**.
5. Click **OK**.

## To activate a user profile:

1. In the left navigation pane, select **Manage Users**.
2. In the upper-right corner of the page, select **Include Inactive Users**.
3. Search for the user profile.
4. From the search results, select the profile you want to activate.
5. Click **Activate Profile**.
6. Click **OK**.

# Deleting a User Profile

---

Deleting a user profile completely removes the user. To temporarily inactivate a user profile so that access is blocked but can easily be restored, see [Inactivating or Activating a User Profile](#) on page 12.

**Important:** You can delete a user profile only if no classes are associated with it. To disassociate classes, you must first edit the students; see [Fix Student Account Profile](#).

You cannot delete your own user profile, and you cannot delete a user profile with a higher priority than your own. The order of priority appears in the following list of roles, from left to right. For example, the District Assessment Coordinator cannot inactivate or delete a user profile with the System Administrator role.

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

1. In the left navigation pane, click **Manage Users**.
2. Enter your search criteria.
3. Select the user profile you want to remove, and then click **Delete**.
4. Click **OK** in the confirmation box that appears.

# Resetting a User Password

---

In most cases, users should reset their own password by clicking **Forgot Username or Password?** under the main login prompt. However, if needed, you can generate a temporary password by updating the user's profile.

**Note:** Your role may prohibit you from resetting the password of users with a role higher than your own (hierarchy depicted in the list of roles below).

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

1. Access the [start page](#) and choose **Rostering** from the main menu.
2. Select **Manage Users**.
3. Enter your search criteria.
4. Select the correct profile and click **View/Update**.
5. In the All Roles section, click **Request Password Reset**.

You will see a message that states user password reset requested.

6. At the bottom of the page, click **Submit** to complete the process.

The User Profile Summary page appears. You will see a message that states that the profile has been updated successfully. The page also displays the user name, a temporary password, and a confirmation that a password reset link was sent by email.

**Note:** If you are resetting the password for an Instructor, you must click **Submit** a second time on this page.

7. You can communicate the temporary password to the user, if needed.

When logging in with the temporary password, the user is immediately prompted to create a new password.

# Roster Upload Overview

---

You must upload students and teachers before *every* test term or more frequently as needed. Alternatively, you could use the Automated Roster with Clever, which syncs data automatically between your student information system (SIS) and the MAP site—see [Setup for Automated Roster with Clever](#).

To continue with the standard MAP roster process, use the following videos and topics. Allow *at least a week* to complete and import your roster.

## Prepare Your Roster

---

A roster spreadsheet is required for importing staff and students.

The purpose of roster preparation goes beyond testing. The way you put together the roster also *determines the organization and access for reports*. It groups students into classes, and connects those classes to any educators who need to access the students' MAP results.

For video guidance, see the Prepare Your Roster video under [MAP Help Center > MAP Setup > Students/Staff Roster](#).

**Note:** This video includes screens that show the former MAP homepage (also known as MARC). The new landing page is the [start page](#). Learn more: [Start Page Overview](#) and [Transition Guide: MAP Homepage to Start Page](#).

## About the Roster Templates

You create your roster file using NWEA templates, which can be downloaded from the [start page](#). Choose **Rostering** from the start page main menu and download the roster file templates (requires MAP role of Data Administrator or System Administrator).

- **MAP Roster File Template**—Primary template with two spreadsheet tabs:
  - **StandardRoster** tab—Main template for inputting teachers, students, and classes.
  - **Additional Users** tab—Optional template to input additional staff or to add other roles to teachers (teachers only receive the Instructor role by default). For details, see [Add Staff and Roles in Roster Import](#) on page 8.
- **MAP Programs File Template**—Optional template to set up and report on students participating in programs. See [Setting Up Student Programs in Reports](#) on page 28.

## Saving Roster as CSV Format

After preparing the roster file, you need to save it as the comma-separated (CSV) format before you continue with the roster import.

**Note:** If you are using Excel<sup>®</sup>, avoid saving your CSV file(s) as a format variation like CSV UTF-8; however, if you are using a program other than Excel (such as Numbers<sup>®</sup> or Google Sheets<sup>™</sup>), you may need to save your CSV file(s) using a CSV format variation.

### Alternative: Saving CSV outside United States

If you operate in a region outside the United States, you might need to adjust settings so your CSV file uses commas to separate information, instead of semicolons. First check whether this situation applies to you:

- For Excel or Numbers—Check the format of decimal numbers. Does it use a comma, such as “0,5” to represent the number one-half? If so, then follow these instructions.
- For Google sheets—You do not need to follow these instructions.

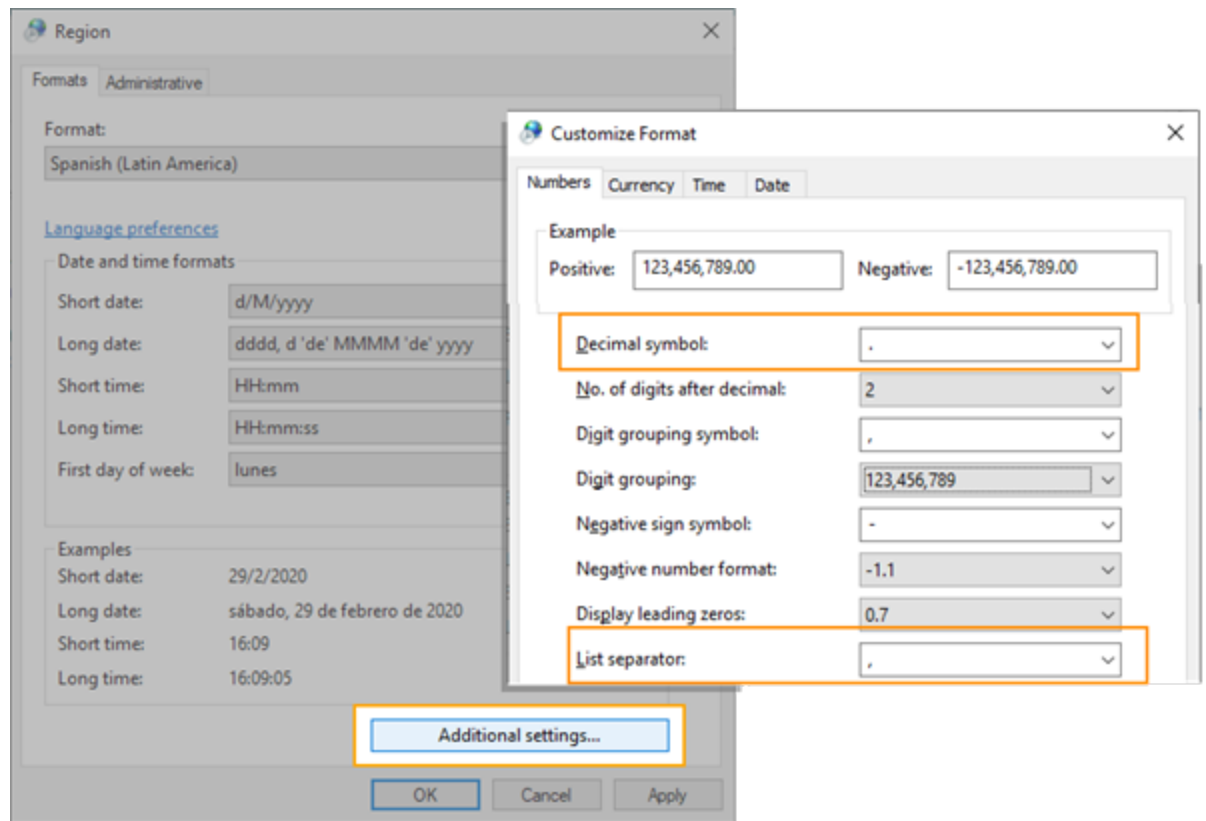
Depending on your situation, follow instructions for option A, B, or C. Later, after importing the roster and fixing any errors, you can restore the original settings.

#### *Option A: Using Excel on Windows*

1. As a precaution, close Excel if it is open.
2. Open the Control Panel:
  - On Windows 7: Choose **Start > Control Panel**.
  - On Windows 10: Type “control panel” in the search box of the Windows Task bar.
3. Open the region settings:
  - On Windows 7: Choose **Clock, Language, and Region > Change keyboard or other input methods** (or click the Region and Language icon).
  - On Windows 10: Under **Clock and Region**, click **Change date, time, or number formats**.
4. Under the Formats tab, click **Additional Settings**.



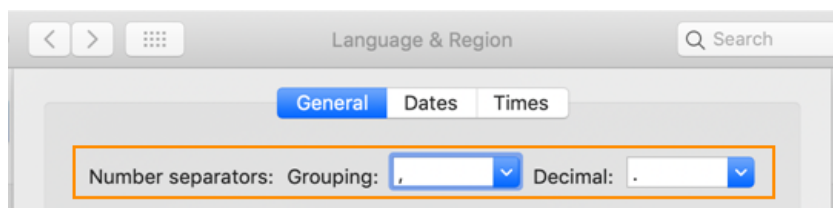
5. Make the following changes and click OK:
  - **Decimal symbol**—Change to “.” (period).
  - **List separator**—Change to “,” (comma).



6. Restart Excel.
7. Open your roster spreadsheet and save as the comma-separated (CSV) format, avoiding format variations like CSV UTF-8.

### *Option B: Using Excel on a Mac*

1. As a precaution, close Excel if it is open.
2. Open the System Preferences, available from the Apple icon.
3. Choose **Language & Region**.
4. Click **Advanced**.
5. Make the following changes for the Number separators:
  - **Grouping**—Change to “,” (comma).
  - **Decimal**—Change to “.” (period).



6. Restart Excel.
7. Open your roster spreadsheet and save as the comma-separated (CSV) format, avoiding format variations like CSV UTF-8.

### *Option C: Using Numbers on a Mac*

1. In Numbers, close the roster template if it is open.
2. Choose **File > Advanced > Language & Region**.
3. Change **Region** to United States.
4. Open your roster spreadsheet
5. Choose **File > Export To > CSV**.

**Note:** You may need to save your CSV file(s) using a CSV format variation like CSV UTF-8.

# Import Your Roster

Before you can import, you must prepare a roster file (see [Prepare Your Roster](#) on page 15).

For video guidance, see the Import Your Roster video under [MAP Help Center > MAP Setup > Students/Staff Roster](#).

## Timing Tips:

- Coordinate at the district level because you can run only one import process at a time within a district.
- During peak testing times, the import puts requests into a queue, which may take up to 48 hours.
- If needed, you can break the import file into small batches instead of one large file.
- To prevent conflicts, inform all users when an import is in progress so they avoid updating user profiles.

**Note:** This video includes screens that show the former MAP homepage (also known as MARC). The new landing page is the [start page](#). Learn more: [Start Page Overview](#) and [Transition Guide: MAP Homepage to Start Page](#).

## About the Import Options

In almost all cases, you'll use the following options on the Import Profiles page:

The screenshot shows the 'Set Up Import' tab selected in a sequence of steps: Set Up Import, Preview and Confirm File, Validate File Format, Import Summary, and Reconcile. A yellow callout box labeled 'Most common options' points to the 'Roster Type' and 'Add/Update or Overwrite data for selected term?' sections. The 'Roster Type' section has a legend '\* = Required' and a link 'Help me choose'. It contains two radio button options: 'Standard (Schools, Instructors, Classes, and Students)' and 'Additional Users (Add/Update only)'. The 'Term' section has a dropdown menu set to 'Spring 2019-2020'. The 'Add/Update or Overwrite data for selected term?' section has a legend '\* = Required' and four radio button options: 'Standard - Add/Update Recommended (Add to or Update existing data)', 'Standard - Overwrite Warning (This will replace all existing data for the term with the new file data.)', 'Add/Update Students Only Warning (Only student related data will be imported.)', and 'Add/Update Instructors Only Warning (Only instructor related data will be imported.)'.

**Most common options**

**Set Up Import** Preview and Confirm File Validate File Format Import Summary Reconcile

\* = Required

**Roster Type** \* [Help me choose](#)

☒ Standard (Schools, Instructors, Classes, and Students)

☐ Additional Users (Add/Update only)

**Term** \*

Spring 2019-2020 ▼

**Add/Update or Overwrite data for selected term?** \*

☒ Standard - Add/Update Recommended (Add to or Update existing data)

☐ Standard - Overwrite Warning (This will replace all existing data for the term with the new file data.)

☐ Add/Update Students Only Warning (Only student related data will be imported.)

☐ Add/Update Instructors Only Warning (Only instructor related data will be imported.)

- **Roster Type Standard**—Specifies that you are importing the Standard Roster template.  
(For information about the Additional Users template, see [Add Staff and Roles in Roster Import](#) on page 8.)
- **Term**—Typically, you keep the default, current term. If the current term is not available, see [Date Setup Before Testing](#).
- **Standard—Add/Update**—Imports both students and teachers, and updates information for anyone previously imported.

## Other import options

**Warning:** All of these options could result in students failing to appear on reports or teachers failing to have access to reports. Use caution and be prepared to possibly correct the situation with another roster import.

Option	Result	Example Use
<b>Standard - Overwrite</b>	<p>Overwrites both student and teacher information for a specified term. The overwrite not only adds and updates, but also <i>removes</i> existing information. For every school that appears in your roster file, the overwrite starts by removing existing information from the MAP site for the specified term. The information removal applies to <i>all</i> students and teachers in a school, not just the individuals listed in your roster.</p> <p>The overwrite does <i>not</i> affect:</p> <ul style="list-style-type: none"> <li>• test results</li> <li>• login passwords</li> <li>• any information for schools that do not appear in your roster file</li> </ul>	<p>You can both remove and replace incorrect information, such as students accidentally assigned to the wrong grade or imported to the wrong term.</p> <p>Be sure your roster file includes <i>all</i> students and classes you want enrolled for the target term and school. For example, you might need to correct only grade 3 students. Your roster should also include students from all other grades to keep them enrolled for the term. If you do not, then you would need to repeat the roster for those missing students to add them back.</p>
<b>Add/Update Students Only</b>	<p>Only imports student data, not teachers and not class assignments.</p> <p>Because this option excludes class assignments, any students you <i>add</i> will fail to appear on MAP reports.</p>	<p>You can quickly add students if you have an urgent need to begin testing before your full roster information is complete. You could also use this option to correct information for existing students.</p> <p>Be sure to import the full roster soon after using the Students Only option. If you do not, then any students you <i>added</i> will not appear on reports because they do not have class associations. (Students you updated will retain their current classes.)</p>
<b>Add/Update Instructors Only</b>	<p>Only imports teacher data (found in the Instructor columns), but not students and not class assignments.</p> <p>Because this option excludes class assignments, any teachers you add will fail to have access to reports.</p>	<p>You can quickly provide teachers with access to the MAP site before your full roster information is complete. You could also use this option to correct information for existing teachers.</p> <p>Be sure to import the full roster soon after using the Instructors Only option. If you do not, then any teachers you <i>added</i> will not have access to reports because they do not have class associations. (Teachers you updated will retain their current classes.)</p>

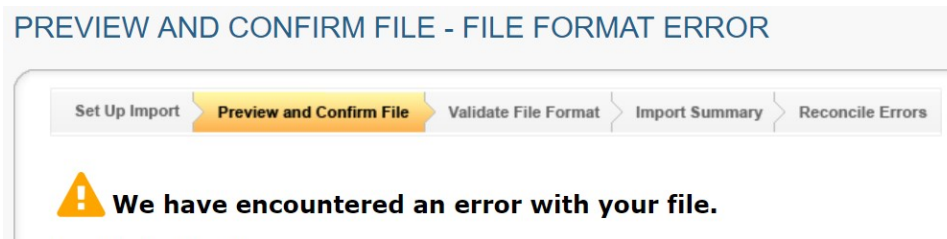
## Import Errors Guidance

During the roster import, you could receive errors at various stages, described in the following sections:

- [Preview Errors](#) on page 22
- [File Format Errors](#) on page 23
- [Reconcile Errors](#) on page 25

For video guidance, see the Roster Import video in the [MAP Help Center > MAP Setup > Students/Staff Roster](#).

## Preview Errors



This error indicates a problem in the completed roster file you are attempting to import. Correct the issue and click **Start Over**.

Possible cause	Solution
Wrong CSV (comma delimited) file format	<p>Choose the correct format when you save.</p> <p><b>Note:</b> If you are using Excel®, avoid saving your CSV file(s) as a format variation like CSV UTF-8; however, if you are using a program other than Excel (such as Numbers® or Google Sheets™), you may need to save your CSV file(s) using a CSV format variation.</p> <p><b>If operating outside the USA:</b> Before saving, you might need to adjust settings so your CSV file uses commas to separate information instead of semicolons. See <a href="#">Alternative: Saving CSV outside United States</a> on page 16.</p>
Columns or headings do not match the NWEA template	<ul style="list-style-type: none"> <li>• Compare your completed roster with the NWEA roster template*</li> <li>• Look for added or missing columns</li> <li>• Copy the heading row from the template into your completed roster</li> </ul>
Extraneous data	<ul style="list-style-type: none"> <li>• Select the range of cells with data; for example, start with cell A2, drag to the last column, then drag down to the last row</li> <li>• Copy and paste into a clean copy of the NWEA roster template*</li> </ul>

\*To download rostering templates, go to the [start page](#) and select **Roster** from the main menu.

## File Format Errors

**IMPORT PROFILE**

**Import Status**

**File Format Validated with Errors**

Format errors were found in the source file(s). For this issue, click [here](#).

**Import Date:** Jan 30 2019  
**Roster File:** walkthru1.csv  
**Initiated By:** skbdistrict

[Review Roster Errors](#) [Cancel Import](#)

**FILE FORMAT ERRORS FOUND**

Set Up Import > Preview and Confirm File > **Validate File Format** > Import Summary

Format errors were found in the source file(s) and must be corrected to begin the import process again. For specific steps to address this issue, click [here](#).

**Roster File Errors**

Total: 6

Column Name	Data in Error	Row Number	Error Description
User Name	glong@bed.edu	2	User Name
Email Address	glong@bed.edu	2	Email Address

When you encounter these errors, click **Review Roster Errors** for details. Examine the error list and check your completed roster file.

Error description	Solution																													
<p>XXX cannot be the same for more than one YYY</p> <p>– or –</p> <p>ZZZ must be the same for this XXX</p>	<p>Two different people in your roster file mistakenly share an ID, user name, or similar data. For example:</p> <table><tr><th>F</th><th>G</th><th>H</th><th>I</th></tr><tr><th>Instructor Last Name</th><th>Instructor First Name</th><th>Instructor Mid</th><th>User Name</th></tr><tr><td>Required</td><td>Required</td><td>Optional</td><td>Required</td></tr><tr><td>Brakus</td><td>Parthenia</td><td></td><td>P.Brakus@teacher.com</td></tr><tr><td>Corwin</td><td>Jamila</td><td></td><td>P.Brakus@teacher.com</td></tr><tr><td>Corwin</td><td>Jamila</td><td></td><td>J.Corwin@teacher.com</td></tr></table> <p>Two people with the same user name</p> <p>To find the problem in your roster, refer to the <b>Column Name</b> and <b>Row Number</b> shown in the error message. In many cases, multiple errors result from the same issue in your roster file.</p> <div><p><b>Tip:</b> To make the issue easier to find, try filtering to show only the rows that match what appears under <b>Data in Error</b>. For example, with the problem column and row selected, you can right-click (control-click on Mac) to choose <b>Filter by Selected Cell's Value</b>:</p><table><tr><th>I</th></tr><tr><th>Mid User Name</th></tr><tr><td>Required</td></tr><tr><td>P.Brakus@teacher.com</td></tr><tr><td>P.Brakus@teacher.com</td></tr></table><p>Filter to see only rows with the problem data</p></div>	F	G	H	I	Instructor Last Name	Instructor First Name	Instructor Mid	User Name	Required	Required	Optional	Required	Brakus	Parthenia		P.Brakus@teacher.com	Corwin	Jamila		P.Brakus@teacher.com	Corwin	Jamila		J.Corwin@teacher.com	I	Mid User Name	Required	P.Brakus@teacher.com	P.Brakus@teacher.com
F	G	H	I																											
Instructor Last Name	Instructor First Name	Instructor Mid	User Name																											
Required	Required	Optional	Required																											
Brakus	Parthenia		P.Brakus@teacher.com																											
Corwin	Jamila		P.Brakus@teacher.com																											
Corwin	Jamila		J.Corwin@teacher.com																											
I																														
Mid User Name																														
Required																														
P.Brakus@teacher.com																														
P.Brakus@teacher.com																														
Field cannot be empty	<p>One of the required columns (a “field”) is missing information. Refer to the <b>Column Name</b> and <b>Row Number</b> shown in the error message.</p> <p><b>Note:</b> If your organization uses Match on ID for your import process, the Instructor ID field is required in the Additional Users sheet. Match on ID is uncommon, but it is required if your district uses Clever automated roster or MAP Accelerator, and recommended if you import your MAP data to an instructional content provider.</p>																													
<p>Date of Birth must be a valid date</p> <p>– or –</p> <p>Gender must be “M” or “F”</p> <p>(or other errors, such as invalid characters)</p>	<p>Follow the requirements described in row 4 of the roster template. For example, dates must follow the MM/DD/YYYY or MM/DD/YY format. If your dates begin with the year or day, then select all date information and change the number formatting.</p>																													
Student ID does not match any student ID in the CRF file	<p>If you attempted to import both a roster file and Programs File, then this error might occur from a student ID that appears in the Programs File but not in the standard roster file.</p> <p>Either add or remove the missing student and make sure your source records are also correct.</p>																													



## Reconcile Errors

**Data Validated With Errors**

Reconcilable errors were found for the following file:

Import Date: Oct 31, 2019  
Roster File: Winter2019  
Initiated By: cris.waller

[Review Import Summary](#)

**Import Summary**

Records

Records imported: 100  
Records already in system: 0  
Total records ready for import: 100  
New records to add: 100  
Existing records to update: 0

[Post Valid Records](#)

**Errors**

Total errors to reconcile: 2

[Reconcile Errors](#)

**Review errors to reconcile before posting records.**

**Troubleshooting Steps:**

1. Click on a Group Error or Individual Error to correct the remaining errors.
2. Select an option on the error page to reconcile each error.

Group Errors	Errors Remaining
School Errors	0
Ethnic Group Errors	0
Grade Errors	0
Program Errors	0

We recommend reconciling all Individual Errors to ensure all records are posted to the system.

Individual Errors	Errors Remaining
Instructor Errors	0
<a href="#">Student Errors</a>	2

Reconcile errors occur when information in your completed roster doesn't match records *previously imported* into the MAP site. To display the errors, click **Review Import Summary** and then click **Reconcile Errors**.

You could have multiple errors, as shown under the **Errors Remaining** column. You access the errors under one of the following categories:

- School, Ethnic Group, Grade, or Program Errors
- Instructor or Student Errors

**Tip:** Before you reconcile errors, you may want to export a list of all errors so that you can make corrections in your student information system or other data source. To export errors, click **Return to Error Summary**, then click **Export Errors**.

### School, Ethnic Group, Grade, or Program Error Reconciliation

In this situation, names like school or ethnic group do not match between your roster and the settings stored in the MAP site. For example, the same school might be listed as "Foxcroft Elem" in your roster and "Foxcroft Elementary" in MAP preferences.

You see the mismatched name when you click the error link. It is called the "incoming" name. Refer to the following descriptions of the most common reconciliation options you might see:

## Error Reconciliation

Choose one of the following options:

- 1 ☐ Do not reconcile at this time  
Ensure this school exists and is active in the selected term. Return to reconcile this error later.
- 2 ☐ Replace incoming School Name with the following selection:  
Start typing, then select a name from the list.
- 3 ☐ Import users without creating associations to this school.

Option	Recommendation
1: Do not reconcile at this time	You might choose this option to review each error as you decide what action to take. You can either edit the roster file or edit the MAP preferences.  <b>Note:</b> To check or edit MAP preferences, you need either of these MAP roles: System Administrator or District Assessment Coordinator.
2: Replace incoming XX with the following selection	For a quick but temporary fix, you can choose to replace the incoming name with a name from the MAP preferences, assuming the preferences are correct. You will also need to correct your source information.
3: Import users without creating associations	Avoid this option. The import will fail to include the information required for your records to be complete. As a result, teachers or students might be missing from reports.

## Instructor or Student Error Reconciliation

In this situation, there could be more than one matching record for a person you are importing. In addition, conflicts can arise when the user name or email address matches someone within the world of all MAP users, even outside your district.

For each error, you will see applicable options. Refer to the following descriptions of the most common options you might see:

## Error Reconciliation

Choose one of the following options:

- 1 ☐ Do not reconcile at this time
- 2 ☐ Update User Name and/or email in the incoming record with the following:

- 3 ☐ Update the following selected [user / student] with the incoming record:

Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Profile Created On	Profile Last Modified
Granger	Harry	P	Aug 25 2005	-	1027894	hgranger@mj.edu	hgranger@mj.edu	M	Sep 5 2015	Jun 10 2016

- 4 ☐ Create a new profile
- 5 ☐ Do not import incoming records that contain this user

.....

Option	Recommendation																				
1: Do not reconcile at this time	You might choose this option to review each error as you decide what action to take. If you make corrections directly in the roster file, then you would cancel and restart the import with the corrected roster file.																				
2: Update User Name and/or email address in the incoming record	You can use this option if the user name or email in your roster file is wrong. The import will use the new information you enter here instead of what appears in your roster. However, make sure you also correct your roster and source information to permanently fix the issue.																				
3: Update the following selected [user or student]	<p>If available, you can find and choose the correct match that you want updated. However, having multiple choices may mean there are extra duplicate records for the same person. After the import, you should remove duplicates to prevent confusion. For instructions, see either article:</p> <ul style="list-style-type: none"><li>Duplicate instructor (teacher): <a href="#">How to correct duplicate users</a> (from <a href="https://nwea.force.com/nweaconnection/">nwea.force.com/nweaconnection/</a>)</li><li>Duplicate student: <a href="#">Merge Student Test Data</a></li></ul>																				
4: Create a new profile	You can use this option to force the creation of a new profile. Be sure to check that none of the other choices are correct so you don't mistakenly create a duplicate record.																				
5: Do not import incoming records	Avoid this option. Instead of temporarily skipping an error, this choice removes the instructor or student from your import, ignoring the root conflict.																				
If you see “Exact match from a merged set exists for student”:																					
View Merged	<p>In this case, the reconciliation message only shows a link to view a merged student record:</p> <div><p>The following master profile will remain unchanged and the incoming records containing this student will not be imported.</p><table><tr><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Date of Birth</th><th>Student State ID</th><th>Student ID</th><th>User Name</th><th>Email Address</th><th>Gender</th><th>Master?</th></tr><tr><td>Smith</td><td>Ava</td><td>R</td><td>Nov 30 1999</td><td>-</td><td>14</td><td>-</td><td>-</td><td>FEMALE</td><td><a href="#">View Merged</a></td></tr></table></div> <p>If you determine there is a problem, you might need to edit your roster to match the merged student record. Or, you might choose to unmerge the students. For additional help, see <a href="#">Merge Student Test Data</a>.</p>	Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Master?	Smith	Ava	R	Nov 30 1999	-	14	-	-	FEMALE	<a href="#">View Merged</a>
Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Master?												
Smith	Ava	R	Nov 30 1999	-	14	-	-	FEMALE	<a href="#">View Merged</a>												

## Setting Up Student Programs in Reports

Follow these instructions if you need reports that show aggregated results for students participating in a program, such as English Language Learner. For example, the [School Profile Report](#) has an option to filter results by programs.

To set up this data, complete the Programs File spreadsheet as part of the roster import process.

## Prerequisite: Set Up Program Names

Your district specifies the names of programs in the preferences set up on the MAP site. Someone with the appropriate role should make sure the names stored on the MAP site exactly match the source information going into your student roster. The program names must match or the roster import will fail.

Required role: **District Assessment Coordinator** or **System Administrator**

1. Log in at [start.mapnwea.org](https://start.mapnwea.org).
2. Select **Modify Preferences**.
3. Select **Modify MAP District**.
4. Scroll down to the **Programs** section.
5. Compare these program names to your source for student information and make any needed changes to ensure they match.
  - a. To make changes, use the **Edit Name** or **Add Program** buttons.
  - b. Always click **Submit** when making changes.
6. Share the correct program names with the person preparing the roster, who might not have access.

Alternatively, you could add the District Assessment Coordinator role for this person.

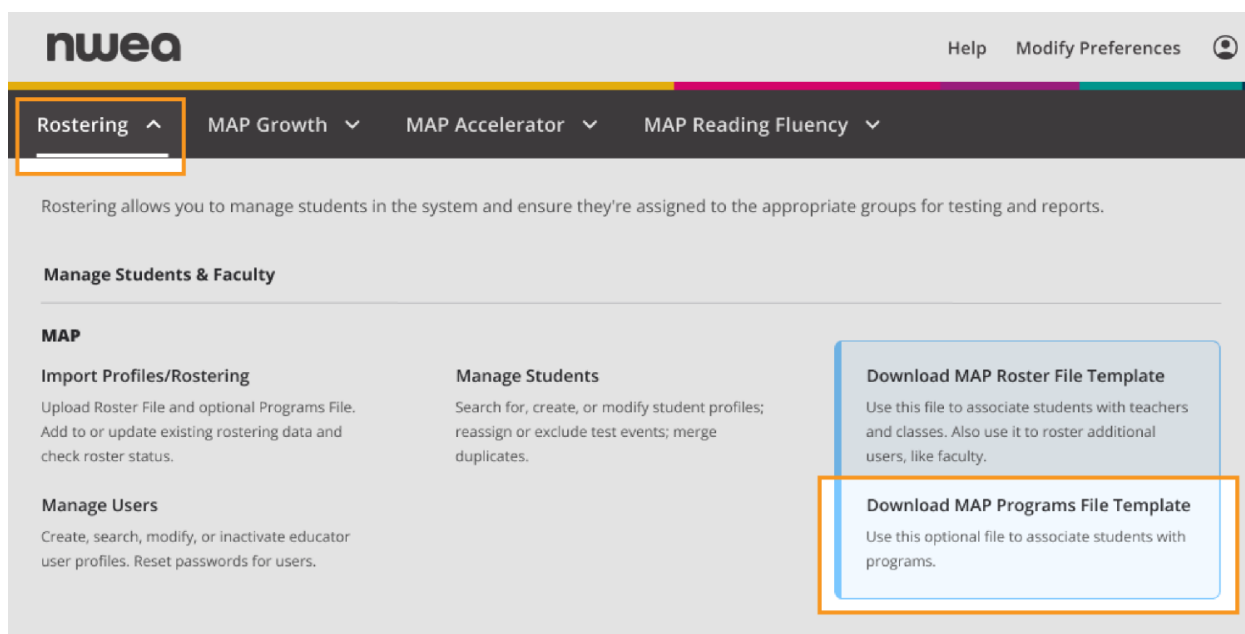
## How to Assign Programs with the Student Roster

As part of the standard roster process, you can also include a secondary file with students and their programs. The MAP Programs File Template is a spreadsheet with two columns: student ID and program name. That information will combine with the standard roster file information during import.

Like the standard roster, you would import the MAP Programs File Template at least once per term. However, if you re-import the standard roster with corrections or additions, you do not need to include the MAP Programs File Template unless those student changes also affect the programs.

Required role: **Data Administrator**

1. Prepare the standard roster as usual or use the most recent file.
2. Download the MAP Programs File Template from the Rostering section of the [start page](#):



3. Open your downloaded MAP Programs File Template and rename it so you can easily distinguish it from other roster files.

Example name: ProgramsRosterFall2023

4. Extract a list of students and their special programs from your source information.
  - If you have a Student Information System (SIS) application: Either create a custom report or export directly from the database.
  - If you have no SIS application: Copy from the next best source of official record-keeping, such as another spreadsheet.

**Note:** The program names should match what is stored in the MAP preferences, as described in [Prerequisite: Set Up Program Names](#) on page 29.

5. Move extracted information into your renamed MAP Programs File spreadsheet.

**Note:** For students with multiple programs, use multiple rows with one program per row.

6. Compare the programs and standard roster spreadsheets to ensure students and their IDs match.

**Tip:** You can sort both spreadsheets by the Student ID column.

7. Save a copy of the Programs File spreadsheet with the CSV file format.

**Note:** If you are using Excel®, avoid saving your CSV file(s) as a format variation like CSV UTF-8; however, if you are using a program other than Excel (such as Numbers® or Google Sheets™), you may need to save your CSV file(s) using a CSV format variation.

8. Log in at [start.mapnwea.org](https://start.mapnwea.org).
9. Choose **Rostering** from the main menu. Then select **Import Profiles/Rostering**.
10. On the Set Up Import page, add both the **Roster File** (teacher and students) spreadsheet and the **MAP Programs File**.

The screenshot shows the 'Set Up Import' page with two main sections: 'Roster File' and 'Programs File'. Each section has an 'Add...' button and an 'Uploaded Files Info' box. The 'Roster File' section shows 'RosterFall2020.csv' as the uploaded file. The 'Programs File' section shows 'ProgramsRosterFall2020.csv' as the uploaded file. Both sections have a 'Remove File' button. At the bottom, there are 'Next' and 'Cancel Import' buttons. Two yellow callout boxes on the left point to the 'Add...' buttons: 'Roster file with students and staff' points to the Roster File 'Add...' button, and 'Programs file with matching student IDs' points to the Programs File 'Add...' button.

## How to fix Programs Import Errors

If you encounter errors during roster import, see the detailed instructions:

Error	Detailed instructions
Student ID does not match any student ID in the CRF file (A student appears in the Programs File but not in the standard roster file.)	<a href="#">Student ID does not match any student ID in the CRF file</a> on page 24
Reconcile Error—Program Errors (A program name does not match between your roster and the settings stored in the MAP site.)	<a href="#">School, Ethnic Group, Grade, or Program Error Reconciliation</a> on page 25

## Alternative: Program Names Bulk Update

As an alternative to the roster import, you can assign students to programs using the bulk update feature. However, this alternative involves searching for students you want to update. Bulk update works best for students who share something in common, such as grade or class. See [Updating in Bulk](#).

# Manage Students

---

In addition to the roster import, you can also add and edit student profiles individually using **Manage Students**. With Manage Students, you can:

- Add a student individually; see [Creating a Student Profile](#) on page 32
- Edit students one at a time or in bulk; see [Fix Student Account Profile](#).
- Merge duplicate students; see [Merge Student Test Data](#).
- Exclude or re-assign a test event; see [Fix Test Event Records](#).

**Note:** There is also a **Create Students** button available within Manage Testing Sessions (requires, but it does not include, all the student information. This means students will not appear on reports.

## Creating a Student Profile

---

If you have a new student or a student missing from the roster, you can create the student record directly.

Required role: **Data Administrator** or **District Proctor**

1. In the left navigation pane, select **Manage Students**.
2. Search to make sure the profile doesn't already exist.

**Tip:** To broaden your search, try using an asterisk (\*) as a wildcard in the student names. To narrow your search, try specifying the Term when the student was added into system records.

3. Click **Create Student** (near the top) if the search does not return an existing profile.
4. Fill in the student's information and click **Continue**.
  - a. **\* (Required):** Complete now.
  - b. **R (Required for reports):** Could complete later, but the student will fail to appear on reports if not completed.

**Note:** If your school uses Clever, you will not need to add a Clever ID because the system has already collected this information.

5. On the next page, specify information that changes from term to term. Complete any fields that your state testing program requires:



- a. **Add School:** You must search for the school name.  
Use any part of the name (such as "ele" for Elementary). You can add multiple schools, but make sure to select one and choose **Designate as School of Record**.
  - b. **Add Classes:** Start by typing the last name of the Instructor (teacher), then select classes. If the Instructor does not appear, you might have chosen a term that does not yet have the teachers loaded into the system. If needed, change or [add the Instructor profile](#).
6. Click **Add Term** when the information has been completely filled in.
  7. Click **Continue** in the review page.
  8. Click **Submit** to finish.

**Important:** If you do not see the confirmation message, the profile failed to save. Be sure to click **Submit**, or you risk losing all of the student information you specified.