

# STATE ASSESSMENT MANAGEMENT

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This guide is a preliminary version of the full guide intended to support state-level assessment management, including preparations and access to final assessment results.

**To access the NWEA platform, browse to:**

`teach.mapnwea.org`

## Choosing State-Level Roles

NWEA will provide you a spreadsheet to specify your state-level users. NWEA will load the file and grant access to these users (only NWEA can edit these roles). Each person can have any mix of these roles:

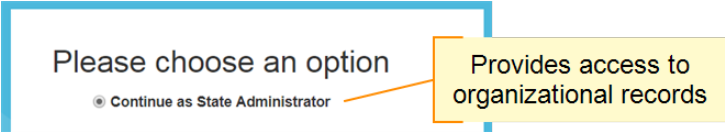
- State Data Administrator—View aggregate test results, view summative test results (if applicable in your state), and manage data across all districts
- State Read Only User—View test results from summative testing (if applicable in your state)
- State Technology Coordinator—Currently the same as State Read Only User

# Checking State Organization Records

You can view the organizational data you provided NWEA, including districts, schools, and users. You cannot edit the information, so notify NWEA if you need a change.

Required role: **State Data Administrator**

1. Log in to [teach.mapnwea.org](http://teach.mapnwea.org).
2. Choose **Continue as State Administrator**.



3. From the left menu, choose **View State Hierarchy**. Ignore the other links on the homepage—they are for district use.
4. From the page that opens, you can search or browse all state-level records:

**Statepartner** Overview

Districts **299** Schools **1170** State Users **12**

Search Show

Schools Hide

School Name	District Name	Federal Id	Code	Type1	Type2	Telephone No.	Shipping Info	Mailing Info
ABC ELEMENTARY	GENERAL PUBLIC SCHOOLS	ABC123001	11-22-333-001	Public		555-111-2222	School Test Coordinator 1131 W Oneway Road Somecity, ZZ 55501	School Test Coordinator 1131 W Oneway Road Somecity, ZZ 55501
SAMPLE HIGH	GENERAL PUBLIC SCHOOLS	SAM111002	99-88-777-001	Public		555-222-3333	Testing Coordinator 1212 Nowhere Street Aplace, ZZ 55102	Testing Coordinator 1212 Nowhere Street Aplace, ZZ 55102

Choose a section to browse

5. Notify NWEA if you see anything that needs to be corrected.

# Checking and Editing District-Level Information

With the State Data Administrator role, you can check and edit each district's information, including staff and student details. When you first log in, choose a district:

**Note:** Remember which district you have chosen, because after you log in there are no labels indicating the district name. If you need to switch, log out and back in to choose a different district.

After you log in for a chosen district, you have the same capabilities as the Data Administrator role within that district. For example, you can view and modify an individual student's profile information.

For an overall check of all student records, including demographic information, use the Students by District report. From the left menu, choose **View Reports > Operational Reports** and select **Students by District**.

The report produces a spreadsheet file (CSV format) for a given term so you can sort and modify as needed. Here is a sample excerpt:

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

# Checking Testing Progress

Use **Summative Testing > View Testing Progress** to check progress for both:

- Scheduling the summative tests students should take
- Completion of online summative tests by students

## Basics of Testing Progress

Required role: **Assessment Coordinator** (District or School level); or **Data Administrator** (District or State); or **System Administrator**; or **Administrator**



The onscreen data does not automatically refresh, so click **Refresh Page** to see up-to-the-minute calculations:

The screenshot shows a web interface for 'Scheduling Progress - Sample Elementary'. At the top, there are three tabs: 'SUMMARY', 'SCHEDULING' (which is active and highlighted with a blue arrow), and 'TESTING'. Below the tabs, the main content area displays 'Scheduling Progress - Sample Elementary' and 'TOTAL TESTS TO BE SCHEDULED: 300'. On the right side of the interface, there is a 'Last Updated: 2/14/2018 4:20 PM' timestamp, a 'REFRESH PAGE' button, and 'Print' and 'Export' icons.

The calculations depend on the accuracy of the student roster imported for your district. Keep the roster up-to-date to ensure consistency.

### ***To print or export:***

There are print and export icons near the top:

-  **Print**—Useful for capturing what you see on screen.
-  **Export**—Useful for capturing complete details for the school or district you are viewing. The data is in CSV spreadsheet format, and includes your students' State ID and Passcode used for test log-in.

**Download Options for Export**—You can choose to export a subset of information, such as scheduled tests, not-scheduled tests, paper/pencil tests, or tests with non-tested codes. These options vary, depending on the data set you are viewing. If you cannot find a particular option, try changing the view to a school or district, as explained in the next section.

## To change view between school and district:

Your CAP role determines the schools you can view. If available, select schools from the list at the bottom, below the progress bar graphs:

SCHOOL NAME	SCHOOL CODE	SCHEDULED TESTS	NTC	P/P	TTS	NOT SCHEDULED TESTS
Sample Elementary	0101	200 (67%)	10	20	14	100 (33%)
Sample Middle School	0102	151 (45%)	18	15	44	184 (55%)

To move back to the district level, and potentially choose a different school, use the breadcrumb navigation at the top:

Sample District ▸ Sample Elementary

SUMMARY SCHEDULING TESTING

## Are Students Scheduled for Testing?

Use the **Scheduling** tab to track test assignments out of all *potential tests* that students could take. For example, a student might have 3 potential tests based on her grade level. If you only assigned 2 of those tests so far, then 2 count toward **Scheduled Tests** and the other counts toward **Not Scheduled Tests**.

SUMMARY SCHEDULING TESTING

Scheduling Progress - Sample Elementary  
TOTAL TESTS TO BE SCHEDULED: 300

Last Updated: 2/14/2018 4:20 PM REFRESH PAGE

In this example, you still need to assign 100 tests (33%) into test sessions

+ NEW TEST SESSION

<b>SCHEDULED TESTS</b> <b>67%</b>	<b>NOT SCHEDULED TESTS</b> <b>33%</b>
Total Scheduled: 200	Total Not Scheduled: 100
▶ Online Tests: 170	
▶ Paper/Pencil Tests: 20	
▶ Non-Tested Codes: 10	

Scheduled tests reflect how you made assignments in your test sessions:

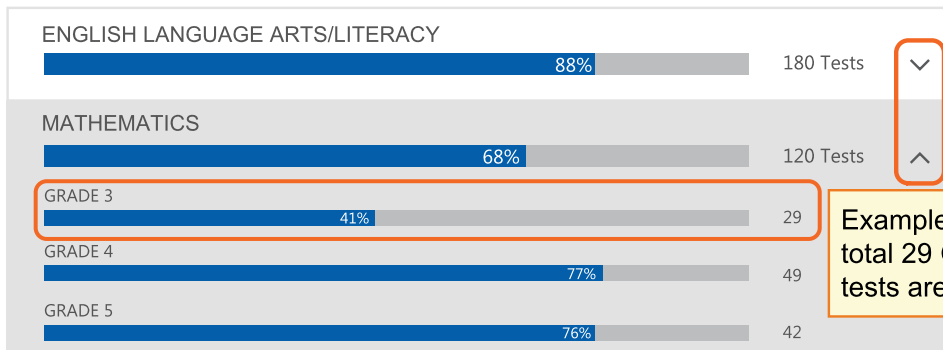
- Online Tests—Basic test assignments
- Paper/Pencil Tests—Code assignment indicating the student will take the paper/pencil test
- Non-Tested Codes—Other code assignments indicating why students are not testing

## To pinpoint the scheduling gap:

- *By subject and grade*—expand the breakdown charts. For example, you can see the percentage scheduled in Mathematics for each grade:

BREAKDOWN BY:

SUBJECT   GRADE



Example: 41% out of a total 29 Grade 3 math tests are scheduled

- *By percentage range*—use the filter for the school or district list. For example, using the following filter settings, you can see which schools have greater than 60% of tests Not Scheduled:

School Scheduling Progress  
Showing 2/2 Schools

Search Table...

FILTER STATUS: Not Scheduled

FILTER RANGE: 60% to 100%

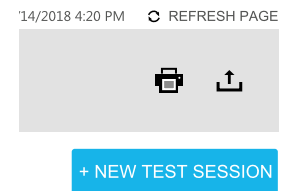
APPLY   RESET   CANCEL

- *By specific students*—use the export and choose **Not Scheduled Tests**. When you open the resulting spreadsheet (CSV file), sort by column O (Scheduling Status). Look for students with **Not Scheduled** status. (In contrast, you may see students listed with Scheduled status for purposes of make-up testing.)

## To add students into test sessions:

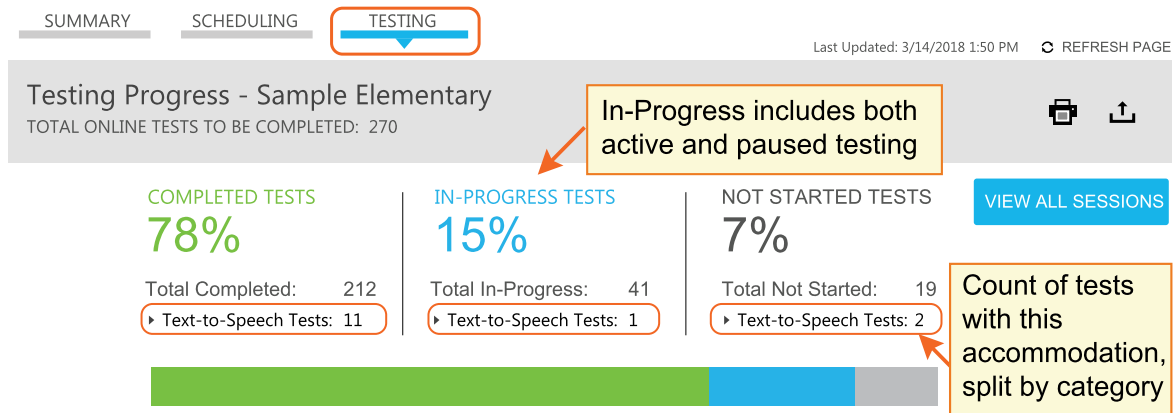
Click **+ New Test Session**. It opens Create Test Sessions in a new browser tab, so you can refer back to the tab with View Testing Progress.

Using the above example, you could complete the grade 3 scheduling by specifying Mathematics and grade 3 in the student search criteria within Create Test Sessions.



# Are Students On Track to Complete Testing?

Use the **Testing** tab to track students as they progress through the *online* testing that you scheduled (not paper/pencil testing):



To see detailed student activity, click **View All Sessions**. It opens Manage Summative Testing in a new browser tab, where you can click any test session to see the status of each student.

# Viewing Aggregate MAP Growth Results

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After each testing term, you can see reports with aggregate test results from MAP<sup>®</sup> Growth<sup>™</sup> testing (if applicable in your state).

Required role: **State Data Administrator**

1. Log in to [teach.mapnwea.org](https://teach.mapnwea.org).
2. Choose **Continue as State Administrator**.
3. From the left menu, choose **View State Reports**.  
Ignore the other links on the homepage—they are for district use.
4. From the page that opens, select the kind of report you need:
  - **Aggregated by District** — District-level results, along with state-level comparisons, for each test + grade combination
  - **Aggregated by Grade** — Results statewide for each test + grade combination
  - **Data Export** — Spreadsheet of both district and state results

All reports include both overall and instructional area scores for each test subject.

*Tip:* Click the **Videos** link for demonstrations of how to choose the report options.

5. Click **Submit** and immediately your report generates as a browser download.
6. Wait for the report to finish, and then choose another report or click **Home** to return to the homepage.