

Northwest Evaluation Association Measures of Academic Progress (MAP) Using the MAP *Reporting System*



You must have an assigned user ID and password from NWEA to access your data on our reports website. The user ID will be the same as that assigned with the TAA (Test Administrator Application). All teachers who were entered in the Class Roster File (the student data file sent to NWEA) will automatically be given a password. The MAP Coordinator will be able to access and distribute teacher logins and passwords on the reports website.



The MAP Reporting System can be accessed through Internet Explorer 5.01 (or higher) and Netscape 4.5 and above. However, we provide no support for the browser software. If a district cannot get Netscape to function, they should use Microsoft IE 5.01.



To access the reports home page and teacher reports, the website is <http://reports.nwea.org>. This website contains everything needed to check on testing progress, declare your testing complete, change your testing window, and order and download reports.



Once testing is complete for your entire district, you **MUST** go to the reports website to “Declare Testing Complete”. When you have completed this, summary data will be available on your end-of-term reports.



If your district is using the MAP system for retesting students who have taken an Achievement Level Test, the test results will either be imported to NWEA’s scoring and reporting system for report printing or imported to S&RS for local report printing. A “Goals Survey” test MUST be used for retesting, not a Survey test. Districts will need to notify NWEA that retesting is complete or request data files for import to S&RS.

Teacher Reports

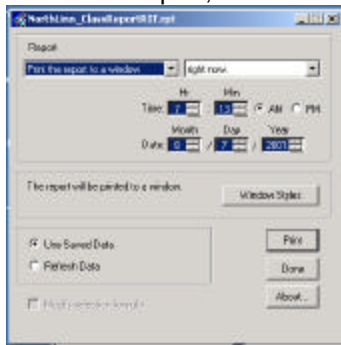
These reports are available the next day after uploading results. Teachers may access their class reports by using the login and password assigned to them. These reports are for one season’s data only and do not show historical data. All student data is listed in rank (score) order for ease of use. The reports are saved in a .pdf format, so it will be necessary to download the Adobe Acrobat Reader (free at <http://www.adobe.com>) the first time they are accessed, (a link is available on the report website). **AN IMPORTANT NOTE:** Students who do not take a Goals Survey test will appear with only an overall score, NO GOAL DATA.

Other Reports

To Retrieve Reports

1. Go to reports website at <http://reports.nwea.org>.
2. Enter login and password.
3. Use left hand menu to select “Report Status and Retrieval”.
4. Click on READY. You will be prompted – select “Save to disk” and choose a location on your local computer to save the file.
5. Unzip the file.
6. Select the report you want to view using the .exe file.
 - a. **ClassbyGradeALPHA** = class reports with students in alphabetical order. Teachers must be provided in Class Roster File. You will be able to sort on this field.
 - b. **ClassReportALPHA** = class reports with all students listed alphabetically.
 - c. **ClassReportRIT** = class reports with all students listed in RIT order.

- d. **DistrictSummarybyGrade** = district level reports with data by grade. Goal summaries included for the most recent testing season.
 - e. **DistrictSummarybySchool** = district level reports sorted by school name. Goal summaries included for the most recent testing season.
 - f. **Individual** = Individual student progress reports. Include longitudinal data showing all points in time and detailed information for the most recent testing season.
7. When you select a report, a window will appear like this:



Select the button **<Window Styles>**. Turn on the following options: print setup, has search button, has drill down, and has group tree. By selecting these options, you will be able to select the reports you want to print, rather than having to print every report included in the set.

- 8. After selecting the options and clicking **<OK>**, click the **<Print>** button. This will bring the reports up on your screen. **Use the print setup button at the top to set page to landscape or portrait.**
- 9. Use the drill down (+ and – buttons) on the left to select the level of the report you would like to print, class, teacher, student, etc.
- 10. By clicking on one of the groups, a new tab will appear at the top. The tab that is selected is the report(s) that will print when the print button on the toolbar is pressed.

On-screen Buttons (for End-of-Term reports only, viewed with Crystal Viewer)



Close button - activated when more than one screen is open



Print report - must be used to print; do not use the tool bar print button



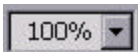
Printer setup - must be turned on in the “Window Styles” window, allows you to select landscape option for printing



Export Reports



Toggle Group tree – allows you to open or close the tree on the left side of the screen



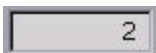
Zoom In or Out



Go to first page



Go to previous page



Page being viewed



Go to next page



Stop loading



Go to last page



Search text

Printing Reports

Be sure to allow adequate uninterrupted printing time when preparing to print reports. Printing time will vary depending on the speed of your printer and the size of your district.

Exporting Data

A .txt file will be included in your End-of-Term reports, which will include your full set of data. This file can be opened with Excel in order to manipulate your data.