



Accessing Maine Through Year Assessment Data for the Comprehensive Needs Assessment

Table of Contents

Resources	1
Where can I access the Comprehensive Needs Assessment (CNA) Template?	1
Who do I contact if I have questions?	1
Accessing the Student Score Data File	2
What is the Student Score Data File?	2
How does the District Assessment Coordinator access the Student Score Data File?	2
Where can I find the information for the CNA in the Student Score Data File?	5

Resources

Where can I access the Comprehensive Needs Assessment (CNA) Template?

The CNA template can be accessed on the [CNA Template & Guidance webpage](#).

Who do I contact if I have questions?

The Title IA Program Specialists & Regional Program Managers, Jess Caron

(Jessica.S.Caron@maine.gov) and Rita Pello (Rita.Pello@maine.gov), can provide guidance regarding the completion of the Comprehensive Needs Assessment.

Krista Averill (Krista.Averill@maine.gov), the Assessment Coordinator for the Maine Through Year Assessment, can assist in accessing your Maine Through Year Assessment student data.

Accessing the Student Score Data File

What is the Student Score Data File?

The Student Score Data File (SSDF) is a csv file that contains all test event information for a given administration and can be downloaded in the Acacia platform. Users with the District Assessment Coordinator role in MARC (MAP Growth platform) have access to this file.

The SSDF provides information for the following student groups:

- Male
- Female
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- Hispanic or Latino
- White
- Two or more races
- Children with Disabilities (IDEA)
- English Learners (ELs)
- Economically Disadvantaged Students

The SSDF does not include designations for homeless or migrant students.

How does the District Assessment Coordinator access the Student Score Data File?

The District Assessment Coordinator can access the Student Score Data File by completing the following steps:

1. Login to start.mapnwea.org with your existing login information.
2. Once on the NWEA homepage,
 - A. Select “Maine Through Year” in the upper menu.
 - B. Select “Maine Through Year Acacia Landing Page.”
(See screenshot on next page.)

The Maine Through Year Assessment is an adaptive assessment in math and reading for grades 3–8 and second year achievement according to benchmark grade-level Common Core State Standards, provides RIT scores with national n promotes academic growth comparisons over time.

Testing and Reports

B

Maine Through Year Acacia Landing Page
Manage students and online testing. Get help materials, view announcements, and access reports.

Resources

Maine DOE Resources

Access important information and materials regarding the Maine Through Year Assessment from the Maine DOE and NWEA.

Online Readiness Tools

Access the State Solutions Secure Browser.

3. You will be redirected to the Acacia homepage. Click the menu icon in the top lefthand corner, and then click “Operational” under “Reports.”

× Menu

- Home**
- Students**
 - View & Edit
 - Add Student
 - Upload
 - Student Groups
- Online Testing**
 - Secure Browser
 - Manage
- Reports**
 - Student Scores
 - Operational**

4. Select your SAU from the Organization drop-down menu and then select “Student Score Data File.” Click the green Find button. **Note: The Student Score Data File is only generated at the SAU-level. If a school is selected, the error NO REPORT FOUND will be displayed.** Once the file has been downloaded, it can be filtered by school before being shared with school-level administrators.

The screenshot shows the 'Operational Report' page. At the top, there is a 'Menu' button and the 'Maine Department of Education' logo. Below the breadcrumb 'Home / Reports / Operational Report', the title 'Operational Report' is displayed, followed by a note: 'Reports can be regenerated once every four hours. Select "Find" and then "Refresh" to be able to download the report. Most reports will be ready within an hour.' A red asterisk note states '* Denotes required field.' The 'Find Report' section contains two dropdown menus: 'Organization *' (set to 'ZZ NWEA TEST DISTRICT (9997)') and 'Report Type *'. The 'Report Type' dropdown is open, showing a list of report types: 'MAP Growth Roster Errors - State Level Only', 'Material Orders Report', 'NTC Usage Report', 'Organization Report', 'Registrations Report', 'Student Mobility Report', 'Student Score Data File' (highlighted with a red box), 'Summary Test Status Report', and 'Testing Status Report'. A green 'Find' button is located to the right of the dropdowns. At the bottom left, the 'nwea' logo and 'NWEA Privacy' link are visible. At the bottom right, a disclaimer reads 'All rights reserved. NWEA and MAP are registered trademarks.'

5. Download the Student Score Data File for the spring administration by clicking the blue download arrow.



Where can I find the information for the CNA in the Student Score Data File?

The [Student Score Data File Format](#) contains all element names, descriptions, and possible values. See the table below for a summary of the elements needed for the CNA.

Element Name – Column	Student Group	Value
Student Gender – Column Q	Male	Male
	Female	Female
	Not Selected	NotSelected
Student Ethnic Group – Column R	American Indian or Alaska Native	2
	Asian	3
	Native Hawaiian or Other Pacific Islander	5
	Black or African American	4
	Hispanic or Latino	1
	White	6
	Two or more races	7
Special Education Status Flag – Column U	Children with Disabilities (<i>IDEA</i>)	Y
Multilingual Status Code – Column W	English Learners (ELs)	0 = Non ML 1 = ML 2-5 = Monitoring (exited the ML program)
Economic Disadvantage Status Flag – Column S	Economically Disadvantaged Students	Y
Enrolled Grade Level – Column P		03-12 <i>Grades 09-12 are all 2nd year high school students.</i>
Test Content Area Academic Subject Code – Column X		Reading
		Math
Achievement Level Descriptor – Column AA		Well Below State Expectations Below State Expectations At State Expectations Above State Expectations Blank (not tested or not enough questions answered) <i>Students At State Expectations or Above State Expectations are considered Proficient.</i>