

NWEA Rostering Missing Attributes Corrections

Required Reporting Attributes

Not all the reporting fields are “required” to test, but they are required to show up on reports. In addition to the **first name, last name, and student state ID** needed for testing the **student ID, gender, and date of birth** is required for reporting as well as the **student being associated with a class** (see below).

Which fields or attributes are required for reporting?

Basic student information

- First name
- Last name
- **9-digit State Student Identification (SSID #)**
- Date of birth
- Gender

Term information

The student must be rostered for the term and have the following information in order to appear on reports for that term:

- Grade
- Ethnicity
- School of record
- Class

Basic Student Information

Create or update a student profile for testing and/or reporting.

* Required * Required for reporting

First Name *	Middle Name	
<input type="text"/>	<input type="text"/>	
Last Name *		
<input type="text"/>		
Student ID *	Student State ID *	
<input type="text"/>	<input type="text"/>	
Clever ID	Ed-Fi ID	
<input type="text"/>	<input type="text"/>	
ClassLink ID	OneRoster ID	
<input type="text"/>	<input type="text"/>	
Student Information System ID		
<input type="text"/>		
Gender *	Date of Birth (mm/dd/yyyy) *	Date Enrolled In US School (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

How can I find students who are missing reporting attributes?

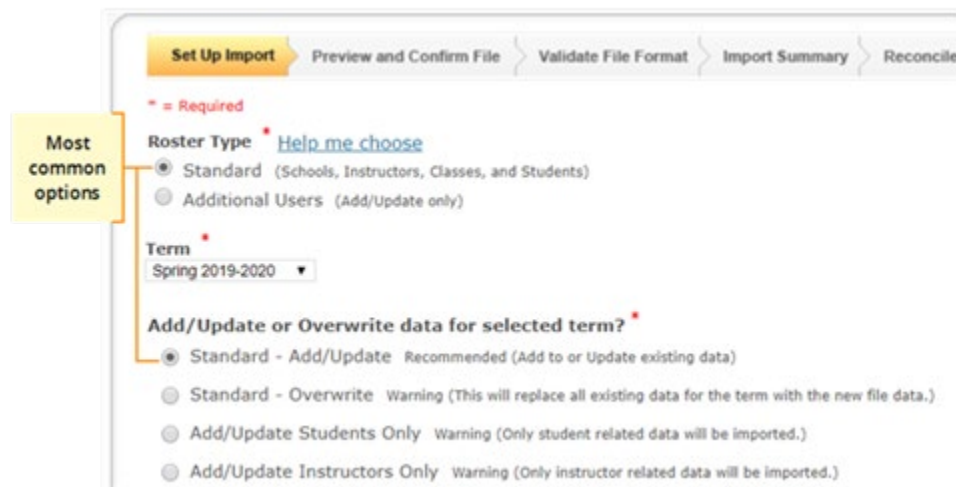
Users with the Data Administrator role, District Assessment Coordinator role, or School Assessment Coordinator role can view the [Students Without Reporting Attributes](#) report. Users with access to Manage Students can inspect the student's data manually to check for missing fields. See [How to repair students on the Students Without Reporting Attributes report](#).

How do I fix students with missing reporting attributes?

See [How to repair students on the Students Without Reporting Attributes report](#). For large numbers of students with missing reporting attributes, it may be better to import a roster file. See [How to import rosters in MAP](#). Changes take overnight to take effect on reports. After adding missing attributes, check reports the following day.

For adding missing classes there are 2 options:

- For larger districts/schools – a roster upload with **Standard - add/update** is recommended, instead of replace. This way no students get un-rostered, and only missing demographics information gets added. Bulk edit requires the Data Administrator or Proctor role. For instructions, see [Updating Student Profiles in Bulk](#). Changes take overnight to appear on MAP Growth reports.



- For smaller districts/schools – this can be manually accomplished in the MAP Admin site.
 - **Modify classes for an individual student:**
 1. Under **Manage Students**, enter your search criteria and click **Search**.
 2. Select the student you would like to modify.
 3. Select **View/Update**.
 4. Under **Terms**, select the applicable term and click **View/Update Term**.
 5. To remove classes:
 - Single class: select the class and click **Remove Class**
 - All classes: select the school under **Schools** and click **Remove School**. You will see the message "*Remove School X from this student for Winter 2019-2020? Any classes assigned to this student for this school in this term will also be removed. The School of Record will be removed. Please designate a new School of Record.*" Click **OK**. You can now add the school back and add new classes.
 6. To add a class:
 - a. Under **Classes** select **Add Classes**.
 - b. Select the school and begin to type the instructor's last name. Select the instructor from the list.
 - c. Under **Available Classes**, select the classes you would like to add and click **Add Class ->** to move from the **Available Classes** to the **Classes to Assign** section.
 - d. Select the blue **Add Classes** button at the bottom of the page.
 - 2. Verify the rest of the student's reporting attributes (grade, ethnic group, school, programs).
 - 3. Select **Update Term**.
 - 4. Select **Continue**.

5. Review your changes and select **Submit**.
6. You should see the message "Student profile has been updated successfully." Changes take overnight to appear on MAP Growth reports.

Information Sourced from the NWEA Connection site

- Required Reporting Attributes: https://connection.nwea.org/s/article/Required-Reporting-Attributes?language=en_US
- How to Add or Modify Student Classes: https://connection.nwea.org/s/article/How-to-add-or-modify-student-classes?language=en_US
- How to Update Student information in Bulk: https://connection.nwea.org/s/article/How-to-update-Student-Class-Information-in-Bulk?language=en_US