

NWEA Rostering Overview

September 2021

STUDENT DOWNLOAD FROM NEO

The Maine Department of Education (MDOE) has created a roster of students in grades 3-8 and 3rd year high school who are required to take the NWEA. This also includes 2nd year high school students for whom the NWEA is optional. Each day a roster is created from information within the State Synergy information system. So, as usual it is critically important that we as schools have frequent updates to Synergy during the assessment window. Remember it takes two to tango and so we need to try and resolve student enrollments as soon as we can so a receiving school can be aware that new student can be added. On the plus side individual students CAN be added manually.

The roster is available in multiple formats on NEO. It is also able to be pulled school by school.

- Log in to NEO at <https://neo.maine.gov/> (if you do not have an account they must be requested by your superintendent)
- Click “Student Data” from the Dashboard or horizontal menu
- Click “Click Here to Enter Student Reports”
- Click View Report to the right of “NWEA Mathematics & Reading – Grades 3-8, 2nd & 3rd year HS”

From here you are able to determine which format you would like to download. You also can filter by school.

Attending District: Attending School:

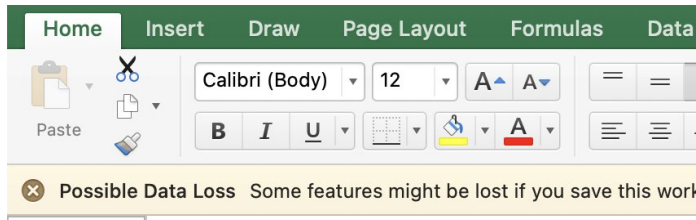
The Excel formatted download (which will open in Numbers or Google Sheets as well) will generate information in almost exactly the way NWEA roster files should be formatted. Click the Floppy Disk Save option and choose Excel or CSV.

The screenshot shows the NWEA reporting interface. At the top, there are dropdown menus for 'Attending District' (South Portland Public Schools) and 'Attending School' (All), with a 'View Report' button. Below this is a navigation bar with '1 of 2?' and a search box. The main content area features the Maine DOE logo and the title 'NWEA Mathematics & Reading – Grades 3-8, 2nd & 3rd year HS - 2020-2021'. A 'Report Filter Criteria' table is visible, and a dropdown menu is open over it, listing file formats: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. Below the menu is a 'Results Grid' table.

Attending District	Attending School	Report Date	Created on
South Portland Public Schools	All	04/01/2021 8:15 PM	04/01/2021 06:10 PM

Attending District	School Name	Responsible District	Student State ID	Student Last Name	Student First Name	Student Middle Initial	Student Grade	Year
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Click File - Save As and select Comma Separated Values csv (be sure to select CSV comma separated values instead of csv-utf). It's common to get a data loss error, simply click the X.



This CSV created from the NEO Excel download is what is needed to import your students into NWEA. For a more complete explanation of what each field means you can access the [NWEA Roster File Template here](#).

You may have noticed other possible download types that can be pulled from NEO. The CSV version has value in rostering and planning.

The CSV version from NEO allows you to see more of the data that is behind the scenes. This can help you better plan your testing of students in the 3rd year of high school. It also tells you when a new student started in your district. As it is the raw data, it is NOT formatted for easy upload into NWEA. Consider it more as informational and a planning aid for high school assessment administration.

N	O
YearofHS	Enrollment_Start_Date
3rd	3/26/21
3rd	3/26/21
3rd	3/26/21
2nd	3/23/21
3rd	3/19/21
3rd	3/11/21
2nd	2/2/21
2nd	1/29/21
3rd	1/25/21
3rd	1/7/21
3rd	12/10/20
3rd	11/23/20

SQL and Ad Hoc report samples [can be found here](#).

Questions & Answers

I did all my roster manually. Is that a problem? Is there a place where I can see all the students and all the teachers?

Rostering manually is not a problem. To see all students and all teachers:

- Log into NWEA MARC (<https://teach.mapnwea.org/>)
- Click "View Reports"
- Operational Reports

"Student by District" report will show you all the students currently rostered into the active term

"User Roles" report will show you all your active staff members and their roles

How does NEO organize student cohorts?

There is no correlation between NEO and local student information systems with regards to schedule. Users should create assessment rosters (called test sessions in NWEA) and upload those via the Import Profiles/Rostering section of MARC. Users should select Standard - Add/Update Recommended (Add to or Update existing data) and following the steps.

Should we be uploading a special programs file?

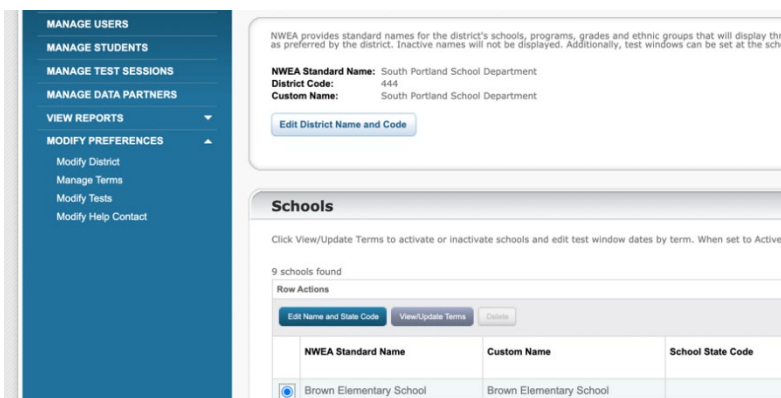
Many SAUs use a special programs file to evaluate subsets of data (e.g. students receiving special education services, or English Learners). This can be done locally, and it is also done in MARC under Import Profiles/Rostering. The information in the programs file does not get exported to MAARS/MDOE.

My state district and school IDs are single digits 2 and 3 respectively. NWEA requires a 3- digit code for district and school. I added 002 and 003 as my district and school code. Will that align for state data purposes?

Yes, this will work.

Do we need to have state school IDs or just the district?

Yes, the state school IDs need to be included, but are not uploaded from any external file. Instead this is done within MARC under Modify Preferences – Modify District – Edit Name and State Code (screenshot below)



How far in advance can you set up test sessions?

Test sessions can be set up as soon as the students are uploaded and the testing window has opened. It's important to note that students who enroll after the rosters are made will need to be added to the test session. Many schools ask proctors to look over the list two days in advance to be sure the rosters are up to date.

For existing users, how do you add the state school number?

In MARC under Modify Preferences – Modify District – Edit Name and State Code

Does the Instructor role allow them to proctor the exam?

No, after the student roster file from NEO is uploaded you will need to do another roster file import that includes roles. This can be found on the second sheet of this [Roster File Template](#).