Archdiocese of Seattle Rostering and Tech Tips
Agenda Topics

- Timeline & Plan for Academic Year 2021-22

- What Exactly do you Need?

- Roster Demonstration

- Technical Readiness
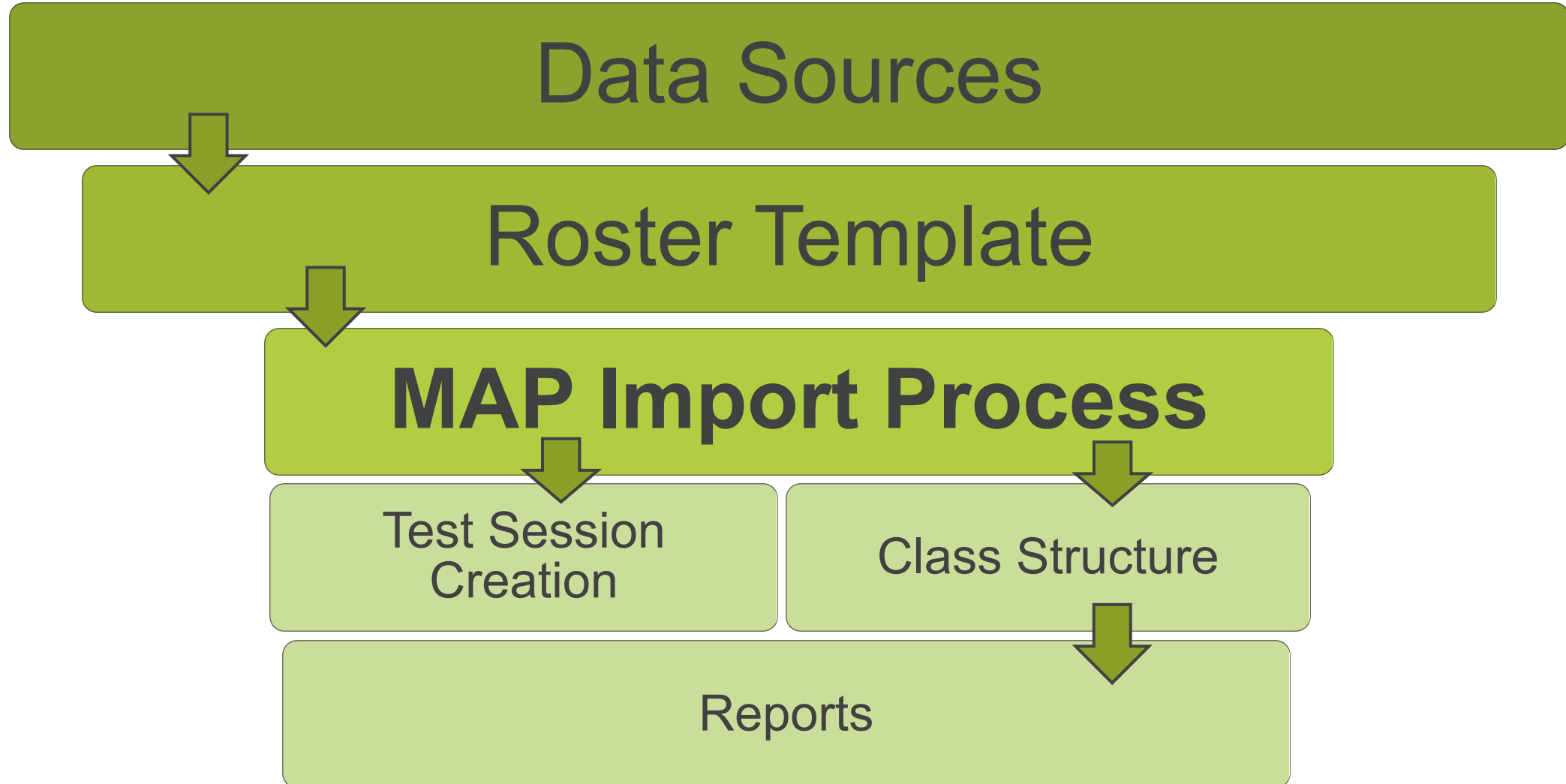
- Support & Helpful Resources

Rostering Overview

🔗 <u>Prepare Your Roster</u>

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Timeline & Plan for Academic Year 2021-22

+ The Diocese and NWEA have joined together to help ensure a smooth process for rostering/administering the MAP test for this year

+ Learned from last year that the best way to ensure accuracy for your school is to train you early and provide helpful resources

+ Timeline

– Rostering to be completed by 9/10

– Fall Test Window is scheduled for 9/20 – 10/15

Rostering Workflow

Data Sources

Roster Template

MAP Import Process

Test Session Creation

Class Structure

Reports

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What Exactly do you Need?

+ MAP Growth Role Required: **Data Administrator**

   – 'Import Profiles/Rostering' will be visible

+ Naming Requirements Confirmed in MAP

+ Data export from your Student Info System

   – Required information (for SIS export/upload)

   – Student names, grades, classes, Student ID's

   – Populate NWEA Roster Template (from MAP Homepage)

   – Upload/process roster file

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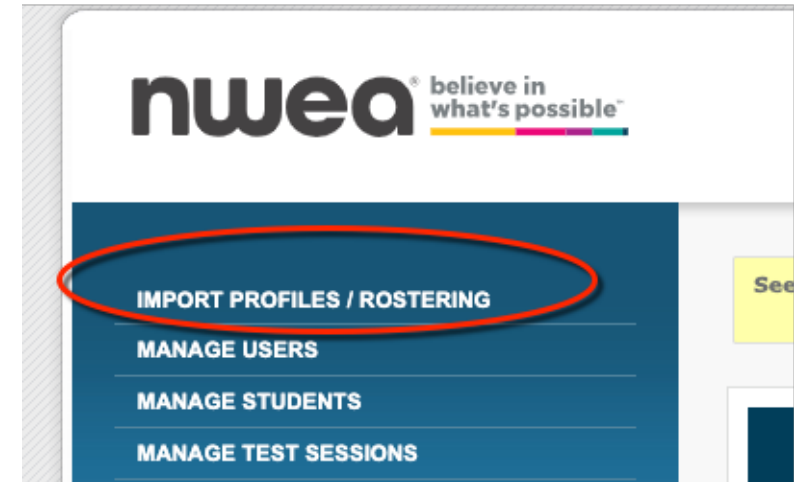
Naming Requirements

+ These data points must match perfectly with your MAP System's Custom Names

- School Name

- Grade

- Ethnicity

	NWEA Standard Name	Custom Name
○	All Saints School	All Saints School, Puyallup
○	Assumption School	Assumption School, Bellingham
○	Assumption-St. Bridget School	Assumption-St. Bridget School, Seattle
○	Christ the King School	Christ the King School, Seattle
○	Eastside Catholic Middle School	Eastside Catholic Middle School, Sammamish
○	Forest RidgeMiddle School	Forest Ridge Middle School, Bellevue
○	Holy Family Bilingual Catholic Academy	Holy Family Bilingual Catholic Academy, Seattle
○	Holy Family School	Holy Family School, Auburn
○	Holy Family School	Holy Family School, Kirkland
○	Holy Family School	Holy Family School, Lacey
○	Holy Rosary School	Holy Rosary School, Edmonds

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Unique ID Numbers

+ Match on ID is activated for rostering

+ Each MAP User must have a unique ID number

    – User = any adult using MAP (teachers, proctors, coordinators, admin)

+ Student IDs can not be duplicated or recycled

    – See Archdiocesan Unique SID protocol

+ Use ID protocol already decided upon for Users and Students.

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Archdiocesan Unique Student ID Number Protocol for MAP Testing

1. Four Digit OSPI School Building ID Number

2. Last Two Digits of **High School Grad Year**

3. 3-digit individual student ID number, sequentially

Example: Grade 2 Unique SID would look like:

8 0 6 2 3 2 0 0 1 (002, 003, etc.)

(No spaces – added for presentation only)

Grade	4-digit OSPI Building ID	Last 2 digits of HS Grad Year	3 Digit Unique Individual Student #
2	XXXX	32	XXX
3	XXXX	31	XXX
4	XXXX	30	XXX
5	XXXX	29	XXX
6	XXXX	28	XXX
7	XXXX	27	XXX
8	XXXX	26	XXX

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User Names

+ User Name is required for all Users (Email address recommended)

+ Must be unique across the whole world of MAP users

+ Student User Name not required for MAP Growth Testing.

– Unless your school uses MAP Skills or MAP Reading Fluency

Roster Template Preview

Download at: 🔗 Roster File Template

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Rostering Tips and Demonstration

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Roster Template Tips

+ Download latest version of Roster File Template teach.mapnwea.org

+ Save file to folder for future use

+ Save with extension: **.csv**
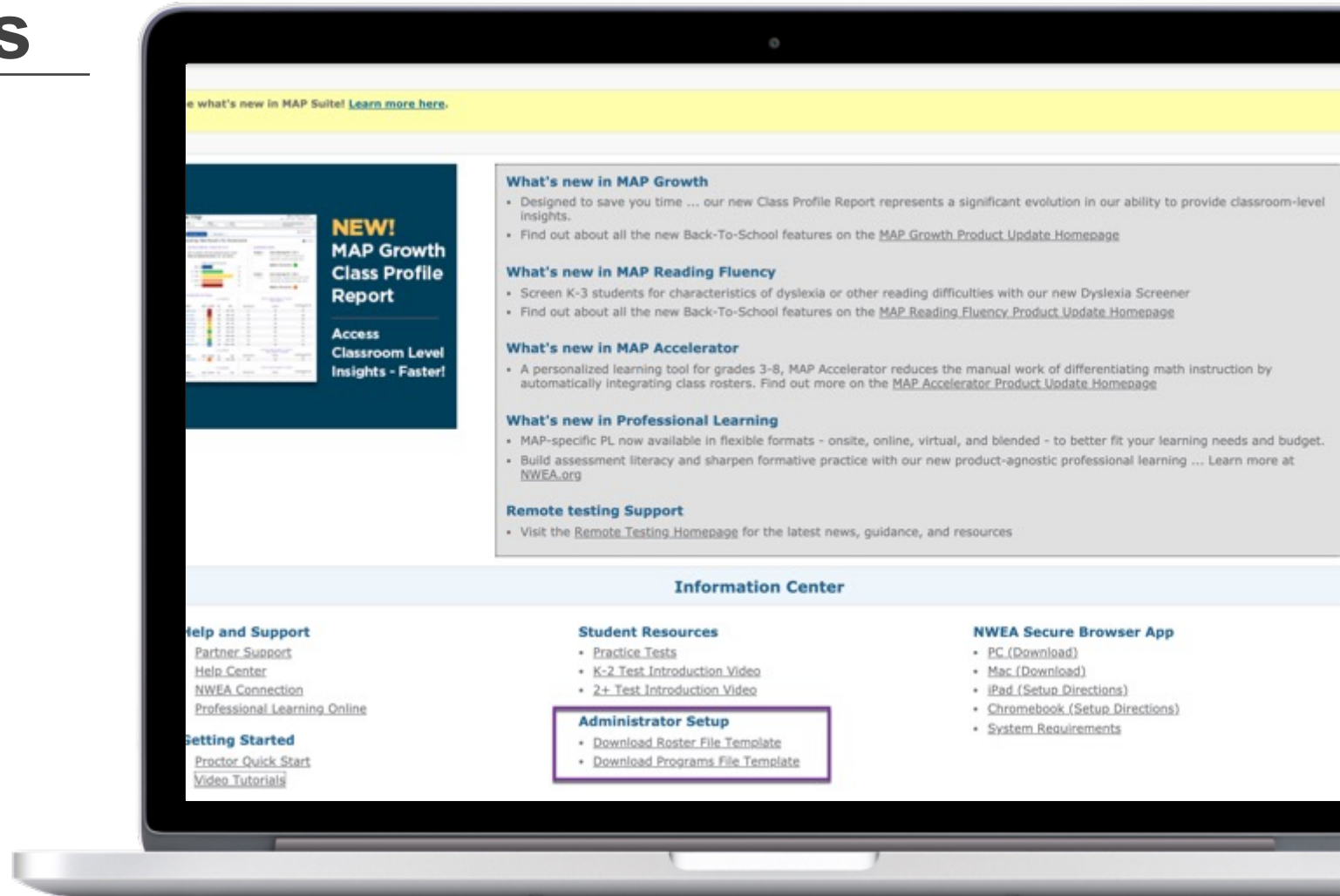
Roster Template Tips

+ Enter data below grey line (Row 8) to view instructions and examples

+ DO NOT delete columns even when not needed

+ Leave row 1 (Column Headers), delete rows 2-8 (Instructions)

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Rostering: Reconciling Errors

+ **Error Type: Preview and Confirm File Errors**

- Ensure proper .CSV file format

- No Added or Deleted Columns, Column Headers are correct

- No Extraneous data in the spreadsheet.

+ **Error Type: File Format Errors**

- Ensure two people on the file don't mistakenly share an ID, Username, etc.

- Required data can't be empty

- Formatting requirements for each field must be followed. i.e. Birthdate, or invalid characters

+ **Error Type: Reconcilable Errors**

- School, Ethnic Group, Grade do not match MAP settings

- Instructor or Student Errors: Could be more than one matching ID

- User Name or Email is still in use at a prior school.

Live Roster Demo

Technical Readiness

Technical & Proctor Readiness

- System Requirements for Fall 2021 🔗
- Technical Resources 🔗
- Device Readiness Check 🔗
- Proctor Pre-Test Checklist 🔗
- Proctor Quick-Start 🔗

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Helpful Resources

Rostering: Tutorials & Resources

+ Login: to MAP Growth

+ Select: Video Tutorials

+ Select: Prepare or Import Your Roster

Where can I get help?

+ Contact our Partner Support team 🔗

   1- 877- 469 - 3287
   4:00 AM – 5:00 PM (PST)

+ Utilize the **Help Center** 🔗

+ **Prepare Your Roster** 🔗

+ **NWEA Connection** 🔗

+ **Remote Testing Support** 🔗

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Thank you!