

# 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



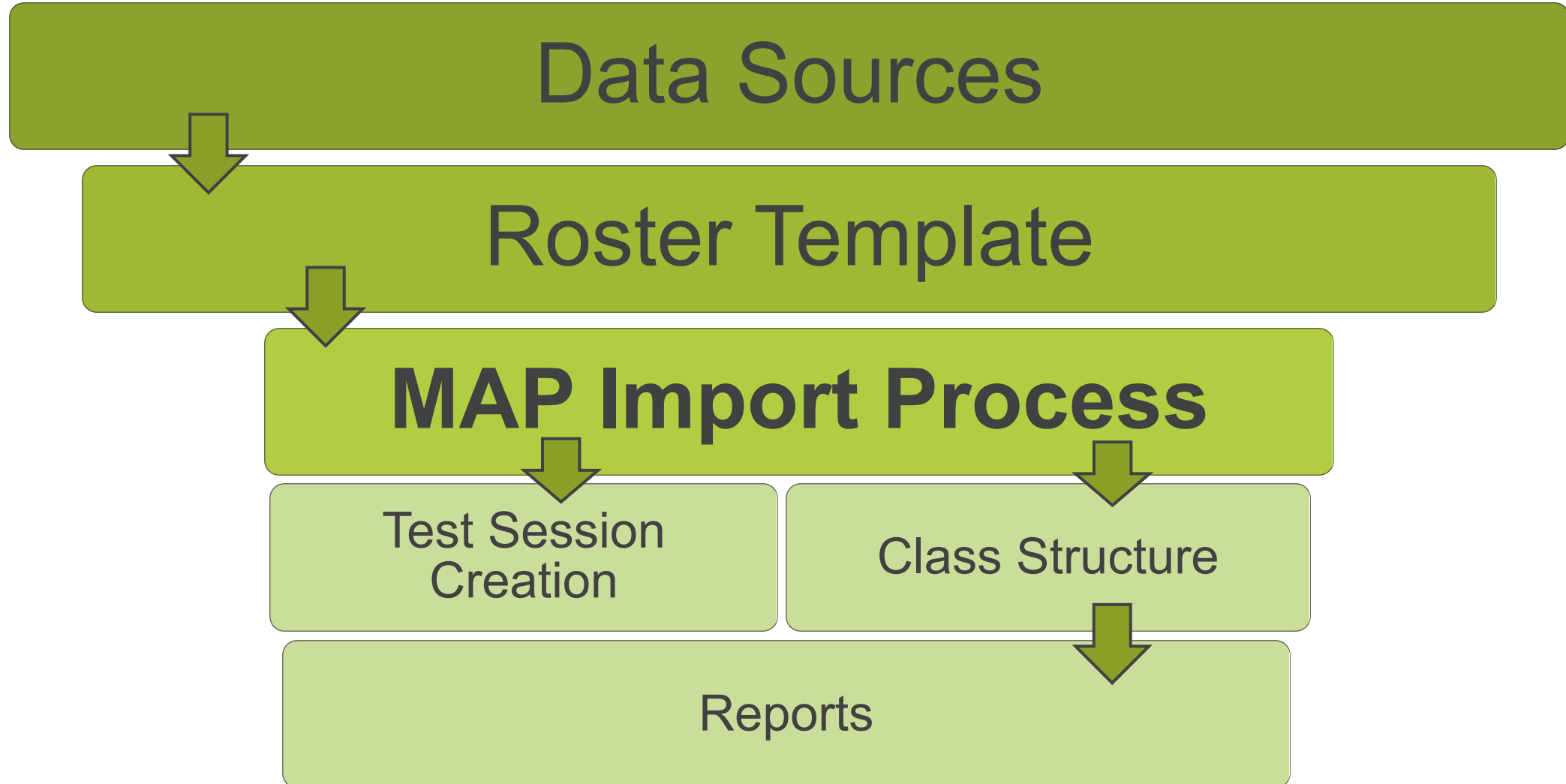
# Rostering Overview

 [Prepare Your Roster](#)

# Timeline & Plan for Academic Year 2021-22

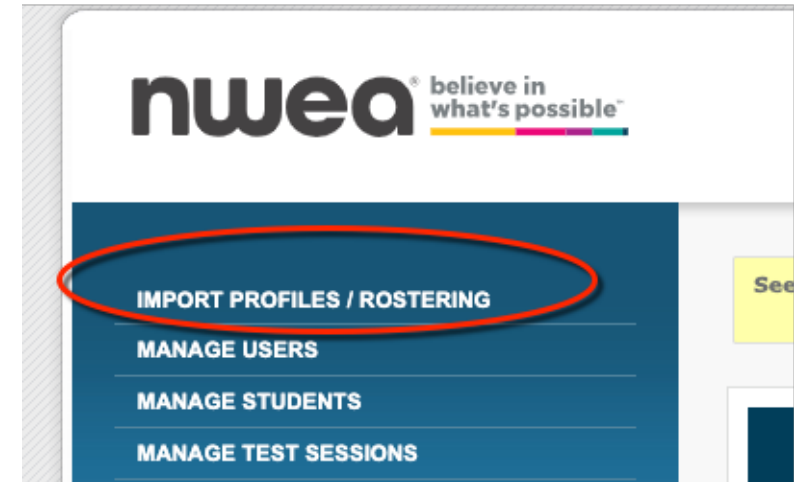
- + The Diocese and NWEA have joined together to help ensure a smooth process for rostering/administering the MAP test for this year
- + Learned from last year that the best way to ensure accuracy for your school is to train you early and provide helpful resources
- + Timeline
  - Rostering to be completed by 9/10
  - Fall Test Window is scheduled for 9/20 – 10/15

# Rostering Workflow



# 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



# Naming Requirements

- + These data points must match perfectly with your MAP System's Custom Names
  - School Name
  - Grade
  - Ethnicity

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

# 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.

# 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:

**8062 32 001** (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



# 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

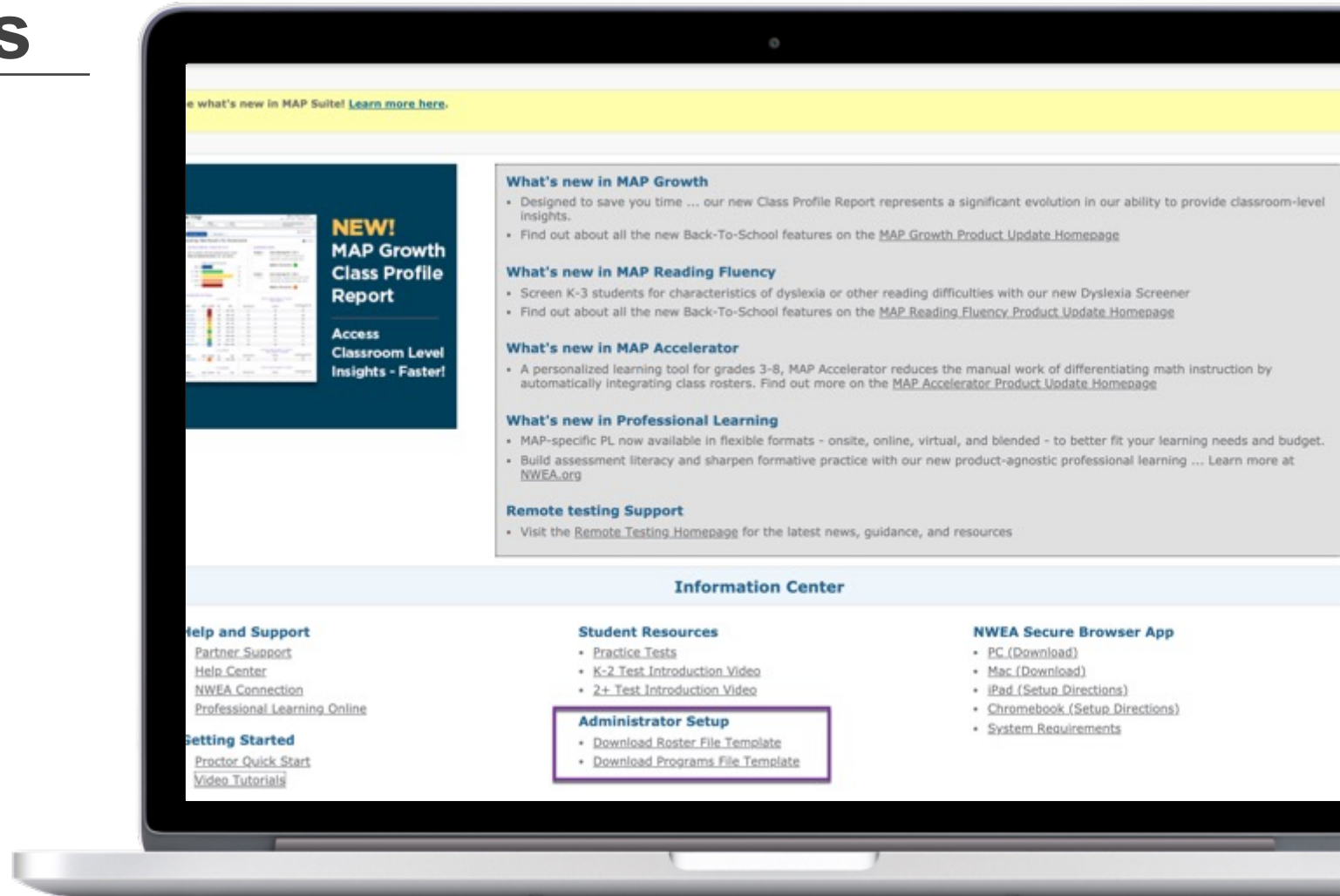
# Roster Template Preview

Download at:  [Roster File Template](#)

# Rostering Tips and Demonstration

# Roster Template Tips

- + Download latest version of Roster File Template  
[teach.mapnwea.org](https://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)

1	School State Code	School Name	Previous Instructor ID	Instructor ID
2	Optional Code assigned by the state. Note: This ID does not currently appear on MAP Growth reports.	Required Name of the school where the student attends. Caution: Must match custom names under Modify Preferences > Modify District.	Optional Only use if IDs previously imported need to be updated, such as a missing digit. Provide the corrected ID in the next column. Use just once—not needed for subsequent imports.	Required Unique identifier assigned to the teacher (instructor) by your district or school. Caution: Do not re-use IDs. If you do, you could overwrite any existing data.
3	Alphanumeric 2 characters min, 100 max	Alphanumeric 3 characters min, 100 max Symbols allowed anywhere: # . ( ) * & Symbols allowed, except first: ^ - "	Alphanumeric 100 characters max Symbols allowed anywhere: # . ( ) * : Symbols allowed, except first: @ - "	Alphanumeric 100 characters max Symbols allowed anywhere: # . ( ) * : Symbols allowed, except first: @ - "
4	Examples: (For details, see Prepare Your Roster video)	Green Elementary		22111
5		Green Elementary		22111
6		Green Elementary		33444
7	Add your data below. NEVER remove columns. When finished, remove rows 2 - 8 (keep row 1), and save as CSV (not CSV-UTF-8). For import steps, see <a href="#">Import Roster video</a> .			
8				
9				

# 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 

 **DEVICE**  
0 ISSUE FOUND  
[VIEW DETAILS](#)

 Operating System  
 Browser  
 JavaScript  
 Cookies  
 Resolution  
 System clock



# Helpful Resources

# Rostering: Tutorials & Resources

- + Login: to MAP Growth
- + Select: Video Tutorials
- + Select: Prepare or Import Your Roster

The screenshot displays the nwea MAP Growth website. The top navigation bar includes the nwea logo, a tagline 'believe in what's possible', and a user login status 'Logged in as Instructor134'. A sidebar on the left lists various management options: IMPORT PROFILES / ROSTERING, MANAGE USERS, MANAGE STUDENTS, MANAGE TEST SESSIONS, MANAGE DATA PARTNERS, MAP READING FLUENCY, VIEW REPORTS, and MODIFY PREFERENCES. The main content area features a yellow banner for 'See what's new in MAP Suite! Learn more here.' Below this, there's a section for 'What's new in MAP Growth' with bullet points about the new Class Profile Report and Back-To-School features. Another section highlights 'What's new in MAP Reading Fluency' and 'What's new in MAP Accelerator'. A 'Help and Support' section is visible at the bottom left. A red-bordered box highlights the 'MAP Setup' section, which includes 'Student and Staff Roster:' with a 'MAP Role: Data Administrator' and two buttons: 'Prepare Your Roster' and 'Import Your Roster'. Below this, the 'Assessment Controls:' section shows a 'MAP Role: District Assessment Coordinator' and two buttons: '1: When to Test' and '2: After Testing'.

**MAP Setup**

Student and Staff Roster:

MAP Role: Data Administrator

**Prepare Your Roster** **Import Your Roster**

Assessment Controls:

MAP Role: District Assessment Coordinator

**1: When to Test** **2: After Testing**



# 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 

# Thank you!