

Extracting NWEA Files for the Nassau BOCES IDW

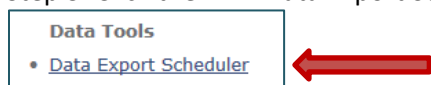
NOTE: These instructions are meant as a guide only. NWEA may change the layout of their screens.

Step 1: Sign on with a **district administrator** account.

Step 2: Click the menu option “VIEW REPORTS” and select “Map Reports.”



Step 3: Click the link “Data Export Scheduler” under “Data Tools”



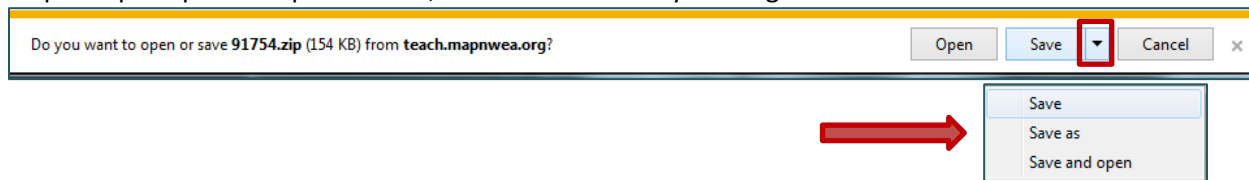
Step 4: Set the following options on the Data Export Scheduler page (see Figure 1 on next page):

- a. Enable Scheduling
- b. Frequency: One Time
- c. Term: Select the Fall, Winter or Spring term you wish to export
- d. Export Type: Comprehensive Data File
- e. Aggregation: By District
- f. Norms Reference Data: 2015 Norms Data
- g. Click “Save”

Step 5: NWEA data export files may take up to 24 hours to complete. You can return to the Data Export Scheduler page to see the status of the download (see Figure 2 on next page.)

Step 6: When the data export file is ready, you will see a message on the Data Export Scheduler page indicating that the export is ready (Figure 3 on next page). Click the “Download” link to save the report.

Step 7: If prompted to open or save, choose “Save As” by clicking the down arrow on the “Save” button.



Step 8: Save the file with your district’s name and the season and year of the administration (for example, “Shady Grove UFSD Fall NWEA 2016.zip.”) If not prompted to save, locate the file (most likely in your “downloads” folder) and rename manually.

Step 9: Copy the entire *.zip file to your secure Nassau BOCES Test Scoring FTP site.

Step 10: Notify Stephanie Witt via email (switt1@nasboces.org) that the NWEA files have been submitted.

Figure 1: Sample Data Export Scheduler Screenshot

Data Export Scheduler

Disable
 Enable

* Required

Frequency

One Time
 Daily
 Weekly Monday ▾

Term

Fall 2015-2016 ▾

Export Type

Comprehensive Data File Contents include two CSV files with student info by school and assessment results, and two optional CSV files with student class assignments and student program participation. These files are created per user.
 Combined Data File Contents include student info by school and assessment results combined in a single CSV file. This file is created per user.

Contents

Included Student info by school
 Assessment results

Optional
 Student class assignments
 Student program participation
 Student test accommodations

Aggregation
 By School
 By District

Norms Reference Data
 2015 Norms Data
 2011 Norms Data

Select norms reference data to be used in report. 2015 norms use a default or custom weeks of instruction, as set by your Administrator. 2011 norms use a default weeks of instruction and do not calculate Conditional Growth Index or Conditional Growth Percentile.

Choose 2020 Norms for all data after 7/1/20

Figure 2: In-Process Status

Data export files are completed within 24 hours. Only the most current data export is available for download.


Schedule last updated on 8/23/16 9:57 AM

Term	Contents	Export Created	Status
Fall 2015-2016	Comprehensive Data: Student info by school, Assessment results, Norms Reference Data 2015		In Process

[Download \(spreadsheet format\) Data Export Field Descriptions](#)
[Download Automated Report Services Kit](#)

Figure 3: Completed Export Status

Data export files are completed within 24 hours. Only the most current data export is available for download.

Term	Contents	Export Created	Status
Fall 2015-2016	Comprehensive Data: Student info by school, Assessment results, Norms Reference Data 2015	8/23/16 10:00 AM	 Download (154 KB)

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