

# Odysseyware® NWEA™ Administrator Set Up Guide

for Odysseyware® v2.39

Released 04/2018

Proud partner of the Northwest Evaluation Association™



## NWEA™ Administrator Set Up Guide for Odysseyware® v2.39

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Odysseyware®

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### Helpful resources

#### Customer Support

- **Days/Time** - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)
- Go to <http://www.odysseyware.com/support>.
- email - [support@odysseyware.com](mailto:support@odysseyware.com)

#### Odysseyware Knowledgebase

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: <https://www.odysseyware.com/training-resources>. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the top navigation bar tabs to access user guides, videos, and other helpful resources related to the selected tab.

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## What's New in This Release of Odysseyware® v2.39

Odysseyware v2.39 contains a new feature and several improvements for the NWEA™ and Odysseyware assessment integration.

**New: To better handle input and management of Assessment Identifiers for students, a new Assessments sub-tab was added under the User Associations tab for a school**

Previously, Assessment identifiers were managed by the school Admin on the **School Settings > User Associations > SIS** tab. Having to manage both SIS identifiers and Assessment identifiers on the same tab caused some confusion for school Admins and possible errors. While, in some cases, the SIS identifiers and Assessment identifiers may be the same value for students, Assessment Identifier values provide the "link" to uploading student MAP® test results into Odysseyware for creation of Learning Paths. This important functionality needed its own tab.

In this release, a new **Assessments** sub-tab was added to the **User Associations** tab and the functionality to copy all SIS identifiers as Assessment identifiers (when the values were the same for students) was removed from the **SIS** sub-tab and added to the new **Assessments** sub-tab. The **Delete Assessment ID** functionality was also moved to the **Assessments** sub-tab.

The screenshot displays the 'User Associations' tab in the Odysseyware interface. The 'Assessments' sub-tab is selected and highlighted with a red box. A red dashed line connects this sub-tab to a callout box. The callout box contains the text: 'Note: This button activates when a student is selected in the list below.' Below the callout, the 'Copy All SIS Identifiers' button is highlighted with a red box. The main content area shows a table of students with columns for First Name, Last Name, User Name, and Assessment Identifier. The table is currently empty, and the 'Copy All SIS Identifiers' button is disabled. The 'Delete Assessment ID' button is also visible. The page footer indicates 'Page 1 of 2' and 'View 1 - 25 of 49'.

First Name	Last Name	User Name	Assessment Identifier
Aaron	Buchholz	Aaron_2003	
Alexandra	Kedward	alex_k	
Allison	Evans	aevans	
Amanda	Panter	AmandaP	
Ashley	Nicole	ashstu	
Big	Rico	birico	KRP81872
Brian	Smith	bsmith60	
Cactus	Jane	cajane	

### Improvement: Additional checking on uploaded CDF results for unsupported MAP® test disciplines and test types

When an Admin uploads CDF results into Odysseyware, a check was done by the system to look at the Test Name and, if supported, allow the results to be uploaded and Learning Paths to be created for students. If the Test Name was not supported, such as End of Course, the test was dimmed and not uploaded.

With this release, additional checking was implemented to look at Test Disciplines and Test Types in the CDF results and not allow the upload of tests with unsupported disciplines, such as Science, and unsupported test types, such Survey or Screening. Learning Paths cannot be created for students in test results with unsupported disciplines or test types. Those unsupported test results are also dimmed (not available) and have an indicator.

The screenshot shows the 'Upload New Assessment Results' window. At the top, a message states: 'We found the following tests on your file that include students with Assessment IDs. If there are any assessments you do not wish to upload, you can deselect them here. When you are done, click Next to continue.' Below this is a table with columns: 'Selected', 'Discipline', 'Test Name', 'Test Term', 'School Name', and 'Number of Records'. The table contains five rows of data. The first row is dimmed and has an error message: 'These MAPs do not contain the results necessary to create a learning path. These results will not be uploaded.' The second row is 'Language Usage' with 'Growth: Language 2-12 GA 2015' and an error message: 'Growth: Language 2-12 GA 2015'. The third row is 'Language Usage' with 'Growth: Language 2-12 GA 2015'. The fourth row is 'Science - General Science' with 'Growth: Math 6+ GA 2015'. The fifth row is 'Reading' with 'Growth: Reading 6+ GA 2015'. The sixth row is 'Mathematics' with 'Not: Good Test Name' and an error message: 'Not: Good Test Name'. A red dashed line highlights the first two rows. A red box highlights the error message for the first row. Another red box highlights the error message for the sixth row. A text box at the bottom of the table area says: 'Additional checking on Test Disciplines and Test Types in addition to Test Name'. At the bottom of the window, there are navigation buttons: '<< Page 1 of 1 >>' and '25' with a dropdown arrow, and 'View 1 - 5 of 5'. There are also 'Close' and 'Next' buttons at the bottom right.

Selected	Discipline	Test Name	Test Term	School Name	Number of Records
<input type="checkbox"/>	Language Usage	Growth: Language 2-12 GA 2015	Fall 2017-2018	Durango Charter School	1
<input checked="" type="checkbox"/>	Language Usage	Growth: Language 2-12 GA 2015	Fall 2017-2018	Durango Charter School	1
<input checked="" type="checkbox"/>	Science - General Science	Growth: Math 6+ GA 2015	Fall 2017-2018	Durango Charter School	3
<input checked="" type="checkbox"/>	Reading	Growth: Reading 6+ GA 2015	Fall 2017-2018	Durango Charter School	4
<input type="checkbox"/>	Mathematics	Not: Good Test Name	Fall 2017-2018	Durango Charter School	1

Once a test's results are known to be unsupported, Teachers can then make decisions on how to remediate and accelerate students outside of Odysseyware.

## Welcome

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Northwest Evaluation Association™ (NWEA™), offers a flexible, adaptive, criterion-referenced test, known as Measures of Academic Progress® (MAP®), which measures student performance in the disciplines of Mathematics, Reading, and Language Usage against an equal-interval RIT (Rasch unit) scale that represents a continuum of learning. Odysseyware® has developed the NWEA™ Assessment Integration feature which uses a student's MAP® test results, aligned with Odysseyware curriculum, to create an individualized learning path (LP) for the supported disciplines of Mathematics, Reading, and Language Usage. This feature allows Odysseyware schools who have purchased NWEA™ MAP® assessments to easily upload those Mathematics, Reading, and Language Usage test results into Odysseyware and generate LPs, customized to target student growth goals.

## NWEA™ MAP® assessments and Odysseyware

For the NWEA™ and Odysseyware integration, supported MAP® assessments cover the disciplines of Mathematics, Reading, and Language Usage. Typically, MAP® assessments are purchased by a school/district as a package for a given set of standards. Students receive an overall RIT score for each assessment taken and multiple goal area RIT scores. The MAP® assessments information is created by NWEA™ for the school/district as a Comprehensive Data File (CDF) package which, at a minimum, contains two files: AssessmentResults.csv and StudentBySchool.csv. The AssessmentResults.csv is uploaded to Odysseyware for individual Learning Path creation.

## NWEA™ MAP® assessment goals

The AssessmentResults.csv file currently reports up to eight (8) goal area RIT scores per test. Depending on the type of test, MAP® tests have a varying number of goal areas. The goal area RIT scores and the learning continuums (LCs)/items that score represents are used by Odysseyware to connect students to correlated content most appropriate to where they are ready to learn.

## Assessment Integration process

For a school that wants to use the Assessment Integration feature with Odysseyware, the process involves these steps:

1. Students at your school take MAP® assessments and you request and download a CDF from the NWEA™ Report Site.
2. The school purchases the Assessment Integration feature from Odysseyware and an Odysseyware License Administrator turns on the service.
3. The school Administrator, in Odysseyware, sets up the assessment identifiers for students included in the StudentBySchool.csv file and then uploads their AssessmentResults.csv file.
4. The Odysseyware Admin or Teachers view the students' assessment profiles to see the academic progress and suggested student-specific Learning Paths (LPs) based on each student's RIT ranges and goals. Then, based on what the assessment results indicate, easily create Learning Path enrollments (LPEs) right from the assessment profile, just like regular Odysseyware enrollments.
5. Students begin work on their assigned LPEs.

## About this guide

This guide is for Odysseyware Admins and it explains how to:

- Set up the Assessment Integration feature.
- View overall MAP® assessment test results by test and by student.
- Manage the volume of uploaded tests by archiving older tests.
- Manage the assessment identifiers for students.

## Other resources

See the *NWEA™ User Guide* for instructions on how to:

- View student profiles created from the MAP® assessment tests' results to determine which students require remediation or which students can be challenged.
- Preview Learning Paths (LPs) assignments to see goal and topic alignments.
- Customize LPs by removing topics and/or goals.
- Create Learning Path enrollments (LPEs) for students based on finalized LPs.
- Manage LPs to edit enrollment settings, reschedule to a different term, change the teacher of record, and more.
- View alignment goals and topics for LPE assignments.

## Set Up the NWEA™ Assessment Integration Feature

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This section explains how to set up the Assessment Integration feature. An Odysseyware Administrator needs to:

- Ensure permissions are enabled for users. Certain permissions are required for Super Teacher and Teachers so that they can create and modify Learning Paths for their students. See "Permissions required for the Assessment Integration feature" below.
- Add *Assessment Identifiers* (assessment ids) for students. Assessment IDs are the link between the MAP® test results and students for the creation of the Learning Paths in Odysseyware. See "Add assessment identifiers for students" on the next page.
- Upload MAP® test results into Odysseyware. See "Upload MAP® test results" on page 13.

### Permissions required for the Assessment Integration feature

Several permissions are required for Admins, Teachers and Super Teachers to create and edit Learning Path enrollments (LPEs) for students using the Assessment Integration feature.



**Permission(s) check:** For users with a Teacher or Super Teacher role to create Learning Path enrollments (LPEs) for their students, those users must have the "Assign Courses" permission enabled for their teacher profile. Enabling the "Assign Courses" permission allows a Teacher or Super Teacher to see the student assessment profile so that they can create LPEs and also makes the

**Assessment Profile**  button visible for students in the Gradebook.



**Note:** Super Teachers with the "Restrict to Campus" permission enabled for their user profile can only see students who have the same assigned Campus IDs as the Super Teacher.



**Permission(s) check:** To be able to change the enrollment settings for the LPE, the school Teacher permission "Change Grading, Pacing, and Assessments" must be enabled for the school.

To enable the "Assign Courses" permission for a Teacher or Super Teacher user:

1. On the main nav bar, click **Teacher/Admin**.

The **Teacher/Admin** tab displays the list of teacher and admin users for the school.

2. If desired, use the search text boxes to find the teacher or super teacher.
3. For the user, under **Controls**, click **Edit**.

The **Edit Teacher/Admin page** appears.

4. Scroll down to the **Assign Courses** permission and select it.
5. Click **Save**.

To enable the "Change Grading, Pacing, and Assessments" permission for a school:

1. On the main nav bar, click **School Settings**.
2. Click the **Permissions** sub-tab.
3. Under **Teacher Permissions**, select the **Change Grading, Pacing, and Assessments** permission.
4. Click **Save**.

## Add assessment identifiers for students

An "Assessment Identifier", or assessment id, is the link to a school's MAP® assessments test results and matching those results to individual students in Odysseyware. Before test results are uploaded, individual students' assessment ids must exist in Odysseyware. For schools, this Assessment Identifier is known as the *Student ID* in the two files that typically make up a Comprehensive Data File (CDF) downloaded by a school/district:

- The MAP® assessments test results are in the **AssessmentResults.csv**. This file contains each student's Student ID and test results, but does not contain student names.
- Student first and last names and Student IDs are contained in the **StudentBySchool.csv** file. Information in this file was provided to NWEA™ from the school's or district's student information system (SIS). You use the **StudentBySchool.csv** file to match to student names in Odysseyware, and then use the matched names and Student IDs to add the Assessment IDs in Odysseyware for each student.

As an Odysseyware Administrator, you use the **School Settings > User Associations > Assessments** sub-tab to add and update Assessment Identifiers for students as well as delete the association of any assessment ids from students.



**Note:** If your school or district currently uses the Glynlyon OASIS API REST Web Services (OASIS API) with Odysseyware, you probably have Student IDs, known as SIS Identifiers, already entered in Odysseyware. You may also have Assessment Identifiers for students already entered in Odysseyware using the OASIS API. If the entered SIS Identifiers are the same as the Student IDs in the **StudentBySchool.csv** file, a tool lets you easily copy those SIS Identifiers from the **SIS** sub-tab to quickly add the Assessment Identifiers to the **Assessments** sub-tab for the related students.

To add assessment identifiers for students:

1. Open your **StudentBySchool.csv** file so that you can match up the students' first and last names with the student names in Odysseyware. You can open the file in Microsoft® Excel®.
2. In Odysseyware, on the main nav bar, click **School Settings**, click the **User Associations** tab, and then click the **Assessments** sub-tab.
3. Do one of the following based on whether or not your school has existing SIS Identifiers in Odysseyware:
  - If your school *does not use* the OASIS API, you will need to manually add the Assessment Identifiers using the **StudentBySchool.csv**. Proceed to step 4.
  - If your school *does use* the OASIS API, this service provides several options:

<b>Option 1</b>	You may have SIS Identifiers already added for your students and you can use those SIS Identifiers entered on the <b>SIS</b> sub-tab as the Assessment IDs for the <b>Assessments</b> sub-tab. With Option 1, students with existing SIS Identifiers are hidden in the list. To display all students (even those in Archived status), click the <b>Include students with SIS identifiers</b> check box.
<b>Option 2</b>	Assessment IDs may have already been added for students using the OASIS API. With Option 2, if you see Assessment IDs already added for students on the <b>Assessments</b> sub-tab, you may just need to verify that the values match the Student IDs in the <b>StudentBySchool.csv</b> .

In the example below, several students had both their SIS Identifiers and Assessment Identifiers entered using the OASIS API. In this case, the values are identical; however, this may not always be the case.

## Add assessment identifiers for students

The image displays two screenshots of the SIS interface. The top screenshot shows the 'SIS' tab with the 'Assessments' sub-tab selected. A callout box states: 'SIS tab showing SIS Identifiers for students entered using the OASIS API'. The table below has columns for First Name, Last Name, User Name, and SIS Identifier. A red box highlights the rows for Harry Shearer, James Kenney, and Jane Curtin, with their respective SIS identifiers: sisid12345, sisid12344, and sisid12346. The bottom screenshot shows the 'Assessments' tab selected. A callout box states: 'Assessments tab showing Assessment Identifiers for students entered using the OASIS API'. The table below has columns for First Name, Last Name, User Name, and Assessment Identifier. A red box highlights the same three rows as the top screenshot, with their respective Assessment identifiers: sisid12345, sisid12344, and sisid12346. A second callout box points to these values, stating: 'Notice that in this case, the values are the same. This may not always be the case.'

First Name	Last Name	User Name	SIS Identifier
Gary	Oldman	goldman	
Harry	Shearer	hshearer	sisid12345
James	Kenney	J.Kenney	sisid12344
Jane	Curtin	jcurtin	sisid12346
Jasmine	Jackson	j_j_2001	

First Name	Last Name	User Name	Assessment Identifier
Gary	Oldman	goldman	
Harry	Shearer	hshearer	sisid12345
James	Kenney	J.Kenney	sisid12344
Jane	Curtin	jcurtin	sisid12346
Jasmine	Jackson	j_j_2001	

4. To manually add an **Assessment Identifier** for each student, do the following:
  - a. To easily find the students in Odysseyware that match the student names in the **StudentBySchool.csv** file, use the **First Name**, **Last Name**, or **User Name** column sort options or enter characters into the search text boxes as shown in the example below. Clearing the characters resets the search.

The screenshot shows the 'User Associations' interface. At the top, there are several tabs: 'Messages & Display', 'Grading, Pacing, & Assessments', 'Permissions', 'Campus IDs', 'Archive', 'Terms', 'Calendar', and 'User Associations'. The 'User Associations' tab is selected. Below the tabs, there is a 'SIS' section with a sub-tab 'Assessments'. Underneath, there is a 'Students' section with a search bar and a 'Copy All SIS Identifiers' button. A table lists students with columns for 'First Name', 'Last Name', 'User Name', and 'Assessment Identifier'. The 'Assessment Identifier' column has an input field for each student. A red dashed line points to the 'Assessment Identifier' column with the text 'Use the sort or search text boxes to locate the student'.

	First Name	Last Name	User Name	Assessment Identifier
<input type="checkbox"/>				
<input type="checkbox"/>	Amy	Shumer	ashumer	
<input type="checkbox"/>	Anna	Boisvert	aboisvert	
<input type="checkbox"/>	Anthony	Valdez	avaldez	KRV93940
<input type="checkbox"/>	Ashley	Becker	abecker	abecker
<input type="checkbox"/>	Becky	Carnes	bcarnes	studentOASIS1
<input type="checkbox"/>	Benjamin	Belanger	ben_b	
<input type="checkbox"/>	Callie	Hope	calstu	SVR333033301
<input type="checkbox"/>	Christian	Santora	chris_s	

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- b. Click in the **Assessment Identifier** column to activate an entry field and enter the student's ID from the **StudentBySchool.csv** file. You can also copy the **Student ID** from the **StudentBySchool.csv** file and paste it into the entry field, but do so with care.

## Add assessment identifiers for students

The screenshot shows the 'User Associations' tab in the 'Assessments' sub-tab. The 'Students' section is active, displaying a table with the following columns: First Name, Last Name, User Name, and Assessment Identifier. The table contains 10 rows of student data. The 'Assessment Identifier' column for the student 'Anna Boisvert' is highlighted with a red box. The table also includes a 'Copy All SIS Identifiers' button and a 'Delete Assessment ID' button. The page number is 1 of 5, and the view is 1 - 25 of 106.

	First Name	Last Name	User Name	Assessment Identifier
<input type="checkbox"/>				
<input type="checkbox"/>	Amy	Shumer	ashumer	
<input type="checkbox"/>	Anna	Boisvert	aboisvert	
<input type="checkbox"/>	Anthony	Valdez	avaldez	KRV93940
<input type="checkbox"/>	Ashley	Becker	abecker	abecker
<input type="checkbox"/>	Becky	Carnes	bcarnes	studentOASIS1
<input type="checkbox"/>	Benjamin	Belanger	ben_b	
<input type="checkbox"/>	Callie	Hope	calstu	SVR333033301
<input type="checkbox"/>	Christian	Santora	chris_s	

- c. Continue searching for and adding Assessment Identifier values for each student in the **StudentBySchool.csv** file. Use the scroll bars and paging controls to view all students.
  - d. When finished, use the **Gradebook > Assessment Summary > Active Assessments** sub-tab to upload your school's test results. See "[Upload MAP® test results](#)" on the facing page.
5. Now that all students (even those in Archived status) are displayed in the **Students** list on the **SIS** sub-tab, by comparing the student names and **Student ID** in the **StudentBySchool.csv** file with the students shown in the **Students** list:
  - If the **SIS Identifier** *is the same* as the **Student ID** in the **StudentBySchool.csv** file, proceed to step 6.
  - If the **SIS Identifier** *is not the same* as the **Student ID** in the **StudentBySchool.csv** file, go back to step 4 to manually add Assessment IDs.
6. If you are confident that existing SIS Identifiers match the Student IDs in the **StudentBySchool.csv** file, to copy all **SIS Identifiers** into the **Assessment Identifier** field on the **Assessments** sub-tab, click the **Copy All SIS Identifiers** button as shown in the example below.

The screenshot shows the 'User Associations' interface with the 'Assessments' tab selected. Below the 'Students' heading, there are two buttons: 'Copy All SIS Identifiers' (highlighted with a red box and an arrow) and 'Delete Assessment ID'. Below these buttons is a table with the following columns: First Name, Last Name, User Name, and Assessment Identifier. The table contains 8 rows of student data.

	First Name	Last Name	User Name	Assessment Identifier
<input type="checkbox"/>	Abigail	Nielsen	anielsen	KRV93086
<input type="checkbox"/>	Alexander	Felton	alex_felton	
<input type="checkbox"/>	Allison	Jannie	ajannie	
<input type="checkbox"/>	Alyssa	Law	alysa_law	
<input type="checkbox"/>	Amy	Pohler	apohler	
<input type="checkbox"/>	Amy	Shumer	ashumer	siscopy456
<input type="checkbox"/>	Anna	Boisvert	aboisvert	
<input type="checkbox"/>	Anthony	Valdez	avaldez	KRV93940

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**Note:** You can modify assessment Identifiers and, if desired, delete the assessment ID association for students at any time. See "[Manage Assessment Identifiers for Students](#)" on page 35.

**Next step:** Use the **Gradebook > Assessment Summary > Active Assessments** sub-tab to upload your school's test results. See "[Upload MAP® test results](#)" below.

## Upload MAP® test results

NWEA™ provides MAP® test results in the **AssessmentResults.csv** file. This file may contain the results for multiple students, multiple test disciplines, and even multiple schools. As the Admin, you use the **Gradebook > Assessment Summary > Active Assessments** sub-tab to upload the AssessmentResults.csv file for your school.

### Supported test disciplines

Currently the following test disciplines are supported for uploading to Odysseyware:

- Mathematics
- Language Usage
- Reading

Unsupported test disciplines, such as General Science, will not upload. If an uploaded file contains an unsupported test discipline, the test is shown as disabled and an indicator appears to let the Admin know that test will not upload.

### About the test upload process

The test upload process first examines all of the test content in the **AssessmentResults.csv** file to see if it meets the supported test names, disciplines, and the data necessary to create Learning Paths for students. During the test upload process, an indicator and message appears when test content is not compatible, such as the test does not include goal structures/norms data. This type of test does not fit correlated content for Learning Paths, so the test will not upload. You may need to remediate or challenge those students outside of Odysseyware.

Secondly, the upload process then examines the Student IDs in the **AssessmentResults.csv** file to see if matching assessment identifiers (IDs) exist in Odysseyware. For a student's assessment results to upload correctly, a matching assessment identifier to the student id in the file is required. If you haven't set up assessment identifiers for students on the **School Settings > User Associations > Assessments** tab, see ["Add assessment identifiers for students" on page 8](#).

If the file is good to process, you can upload all tests in the file or just upload the tests you want to work with first. For example, you can just upload the MAP® Reading tests now and then upload other tests later. Likewise, you are presented with the option to upload all students' MAP® results for supported disciplines or just upload the students results that you want to work with now and upload the others later.

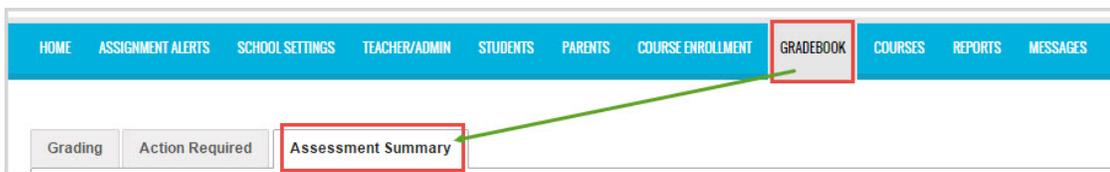


**Note:** For schools that allow retakes of MAP® assessment tests, an Admin can choose to upload a new result for a MAP® in the same Term as has already been uploaded so that the student's learning paths are then based on the newly, uploaded MAP® assessment test. The test upload process checks for existing tests and turns on an indicator and message when existing tests are found. If a new assessment test is found in the AssessmentResults.csv file during the upload process, it is automatically added to the Upload New Assessment Results list.

### Upload MAP® test results

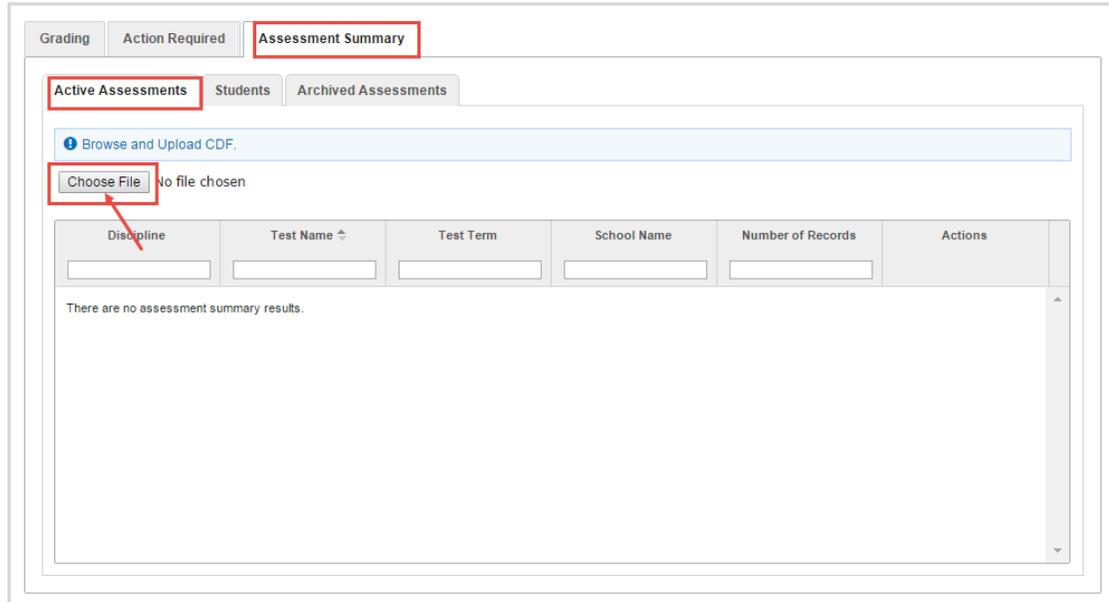
Before you start the upload process, place your school's AssessmentResults.csv file in a location where you can access it, such as network or local drive.

1. On the main nav bar, click **Gradebook**, and then click the **Assessment Summary** tab.



By default, the **Active Assessments** sub-tab displays.

- Click the **Choose File** button to navigate to the location where you placed the AssessmentResults.csv file.



- Click **Open**.

If you selected the wrong file type, a message appears letting you know that it must be a CDF file with a .csv extension.



The **Upload New Assessment Results** page appears.



**Tip:** If the **Upload New Assessment Results** page is blank, this may mean that the upload process could not find Student IDs that match to assessment IDs. Check the Student IDs in the AssessmentResults.csv against the assessment Identifiers set up on the **School Settings > User Associations > Assessments** tab.

A list displays any tests for which results were found for students with matching assessment IDs. By default, all tests for supported disciplines in the list are selected to upload into Odysseyware.

**Remember:** If a test included in the uploaded file was determined to not meet the compatibility requirements, the test is not selected and a message and indicator appears letting you know that it cannot be uploaded.

Example A below shows a sample AssessmentResults.csv file which contained one Language Usage test with 17 student records (see the **Number of Records** column #1), one Reading test with 3 student records, and another Reading test with 16 student records.

The screenshot shows a window titled "Upload New Assessment Results" with a blue 'A' icon. Below the title bar, there is a message: "We found the following tests on your file that include students with Assessment IDs. If there are any assessments you do not wish to upload, you can deselect them here. When you are done, click Next to continue." Below this message is a table with the following columns: Selected, Discipline, Test Name, Test Term, School Name, and Number of Records. The table contains three rows of data. The first row is for "Language Usage" with 17 records. The second row is for "Reading" with 3 records. The third row is for "Reading" with 16 records. There are callouts: a yellow circle with the number '2' around the 'Selected' column header, and a yellow circle with the number '1' around the 'Number of Records' column header. A red box highlights the search text boxes below the column headers. A red box highlights the paging controls at the bottom of the page, which show "Page 1 of 1" and a dropdown menu set to "25". There are also "Close" and "Next" buttons at the bottom right.

Selected	Discipline	Test Name	Test Term	School Name	Number of Records
<input checked="" type="checkbox"/>	Language Usage	MAP: Language 2-12 Common Core 2010	Spring 2013-2014	Damonte Ranch Vocational Scholastic Schools	17
<input checked="" type="checkbox"/>	Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring 2013-2014	Damonte Ranch Vocational Scholastic Schools	3
<input checked="" type="checkbox"/>	Reading	MAP: Reading 6+ Common Core 2010 V2	Spring 2013-2014	Damonte Ranch Vocational Scholastic Schools	16

Use the paging controls to move through the list.

Search for a test by discipline, name, term, school or number of records.

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Close Next

- As mentioned, by default, all compatible tests are selected to upload. Keep all tests selected, or clear the **Selected** check box (#2 on Example A above) for a test to upload it later. If the results are a long list, use the search text boxes, located below the column headings, to find a test. You can also use the paging controls, located at the bottom of the page, to move through the list.
- Click **Next**.

On the next page, all student records for each selected test appear. By default, if this is the first time the file has been uploaded, all student records are selected. Example B below shows that 36 student test results can be uploaded.

Upload New Assessment Results B

These are the student records for each of the assessments you selected. If there are any results you do not want to upload, you can deselect them here. When you are done, click Save to finish your upload.

Selected	Student Id	Student Name	Test
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	JM100017	Steve Paulo	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM3000147	Tammy Brown	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM100028	Tim Brown	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM7002431	Timothy Jones	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM7002451	Harvey King	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM5001512	Same Jones	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM5001529	Connie Coleman	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM5001540	Connie McMullin	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM5001546	Brad Cooper	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM6001486	Abel Davidson	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM4002383	Mike Trout	MAP: Language 2-12 Common Core 2010
<input checked="" type="checkbox"/>	JM4002384	Kevin Long	MAP: Language 2-12 Common Core 2010

Search for a student by Id, name, or test.

Use the paging controls to move through the list.

Indicates the number of student records

View 1 - 25 of 36

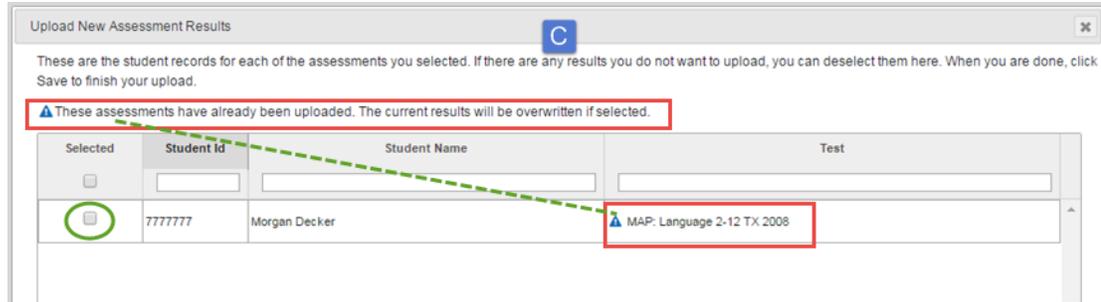
Back Close Save

6. To keep all students selected for upload, do nothing. To remove a student from the upload, click the **Selected** check box to clear it. If the student results are a long list, use the search text boxes located below the column headings to find a student. You can also use the paging controls, located at the bottom of the page, to move through the list.



**Note:** For schools that allow retakes of MAP® assessment tests, an Admin can choose to upload a new result for a MAP® in the same Term as has already been uploaded so that the student's learning paths are then based on the newly, uploaded MAP® assessment test. If you are uploading the AssessmentResults.csv file again after a previous upload and the file contains updated results (same test and term) for students, these tests are identified with an indicator and message (see Example C below) so that you have the option to **OVERWRITE** the existing tests. Students with updated test results are not selected by default.

## Upload MAP® test results



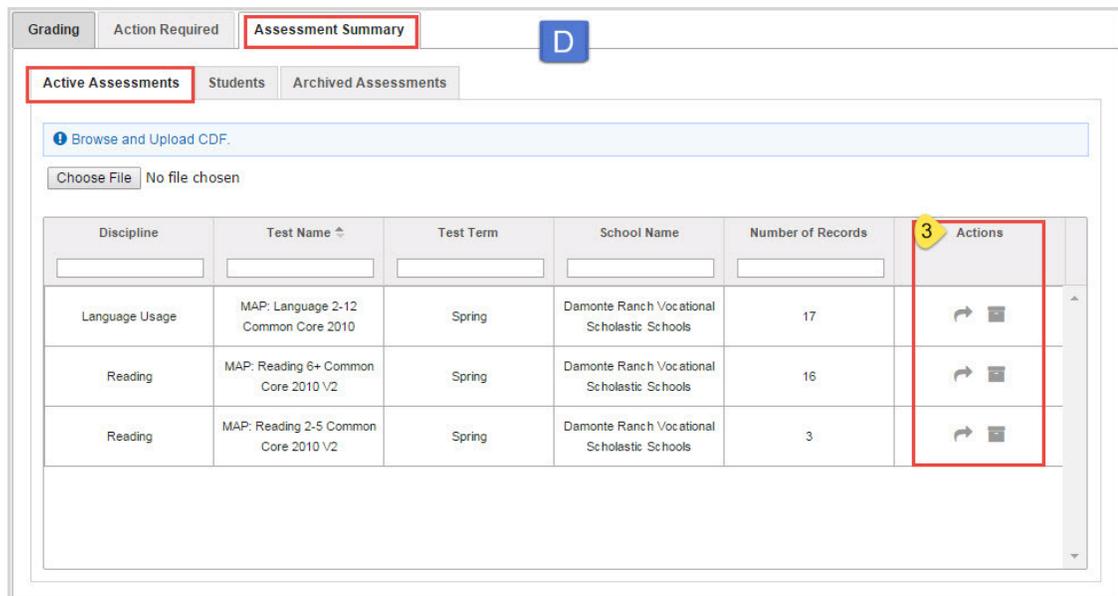
- To have previous assessment results overwritten for an identified student, click the **Selected** check box, or to have results overwritten for all identified students, click the **Selected** column heading check box.

Or

If you want to remove a test from the upload, click **Back** and click the **Selected** check box to clear the test.

7. When ready to process the upload, click **Save**. Or, to cancel the upload process, click **Close**.

The **Active Assessments** sub-tab (example D below) now shows the uploaded test(s).



The **Actions** column (#3 above) displays several assessment test tools:

- **View assessments results**  tool. Click it to view the overall score for each student for the selected test and also access the student's assessment profile. See "[View overall scores and percentile rankings for selected tests](#)" on page 23.

- **Archive assessment results**  tool. Click it to archive an assessment test. Archiving a test just removes it from the Active Assessments list. See "[Archive assessment tests](#)" on [page 28](#).

**Next step:** If desired, click the **View assessments results**  tool to view overall scores and percentile rankings for selected tests. See "[View overall scores and percentile rankings for selected tests](#)" on [page 23](#).



**Note:** Learning Paths created from the previous assessment test results that were overwritten are not automatically archived. To discontinue the Learning Path, you need to change the status to "Archive" for the Learning Path enrollment which was based on the previous assessment test results. See "Change status of Learning Path enrollments (LPEs)" in the *NWEA™ User Guide*.

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## View and Manage Uploaded Test Results

The **Gradebook > Assessment Summary** tab has three sub-tabs which provide the tools for an Odysseyware Administrator to easily manage the Assessment Integration feature.



**Permission(s) check:** The **Assessment Summary** tab is only visible for an Admin when the "Assessment Summary" permission has been enabled in the Odysseyware Support Tool.

These three sub-tabs are:

- **Active Assessments** sub-tab ( example A) allows an Admin to upload AssessmentResults.csv files, view overall scores and percentile rankings, search, sort, and page through uploaded tests, and archive test results. See ["View and manage active assessments" on the next page.](#)

Discipline	Test Name	Test Term	School Name	Number of Records	Actions
Language Usage	MAP: Language 2-12 Common Core 2010	Spring	Bunker Memorial Academy	15	
Mathematics	MAP: Math 2-5 Common Core 2010 V2	Spring	Bunker Memorial Academy	9	
Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring	Bunker Memorial Academy	9	

- **Students** sub-tab (example B) allows an Admin to view overall assessments uploaded and learning paths information by student, drill into assessment results for individual students and search for, sort, and page through students. See ["View details about and access test results for students" on page 29.](#)

Grading Action Required **Assessment Summary** B

Active Assessments **Students** Archived Assessments

Student Name ↑	Assessment ID	Assessments Uploaded	Paths Created	Student Profile
Alexandra Kedward	SVR03	4	4	↪
Allison Evans	100000	3	4	↪
Avril Kelly	93067	2	0	↪
Brian Smith	93009	2	0	↪
Eric O'Connor	93056	2	2	↪



**Tip:** When you view the **Students** sub-tab and the number of students is not correct, you may need to check the assessment identifiers for missing students against the Student ID column in the StudentBySchool.csv file. See ["Add assessment identifiers for students"](#) on page 8.

- **Archived Assessments** sub-tab (example C) shows all archived assessments, lets an Admin search for and sort archived test results, and unarchive test results. See ["View and manage archived assessment tests"](#) on page 31.

Grading Action Required **Assessment Summary** C

Active Assessments Students **Archived Assessments**

Discipline	Test Name ↑	Test Term	School Name	Number of Records	Actions
Language Usage	MAP: Language 2-12 Common Core 2010	Spring	Durango Charter School	1	⊞
Mathematics	MAP: Math 2-5 Common Core 2010 V2	Spring	Durango Charter School	1	⊞
Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring	Durango Charter School	1	⊞

## View and manage active assessments

The **Active Assessments** sub-tab (#1 below) contains the list of all uploaded MAP® test results. Test results are listed by discipline, test name, test term (Spring, Fall, Summer, Winter), school name, and number of student records uploaded for the specific named test.



**Tip:** If a student has their assessment identifier deleted from Odysseyware using the **Delete Assessment ID** tool, the **Number of Records** indicator is decremented for any associated assessment tests.

Tools (identified above) for active assessments viewing and managing include:

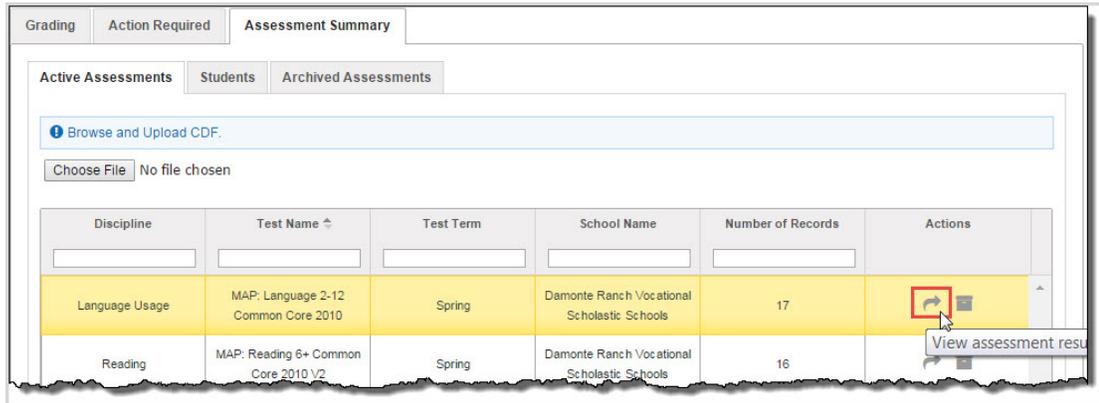
Item	Description
<b>A - Choose File button</b>	Click to upload a school's AssessmentResults.csv file. See <a href="#">Upload MAP® test results on page 13</a> .
<b>B - Sort control and Search text boxes</b>	Sort test results and enter search characters to easily find test results. See <a href="#">Filter and sort the Active Assessments list on page 27</a> .
<b>C - View overall results tool</b>	Click the tool to view overall assessment results for each student included in the test. See " <a href="#">View overall scores and percentile rankings for selected tests</a> " below.
<b>D - Archive tests tool</b>	Click to archive test results to help manage the list. See <a href="#">Archive assessment tests on page 28</a> .

### View overall scores and percentile rankings for selected tests

Once MAP® tests have been uploaded, you can select a test and see the overall scores and percentile rankings for students involved in the test. Seeing the overall scores and percentile rankings helps you to immediately address the students that require remediation and provides an insight to the students

who can be accelerated. Additional tools on the MAP® test results page lets you see the number of Learning Paths (LPs) created for the student and access the student's profile.

1. On the main nav bar, click **Gradebook**.  
By default, the **Grading** tab is active.
2. Click the **Assessment Summary > Active Assessments** sub-tab.
3. For an assessment, click the **View assessment results**  tool.



A MAP® results page (example A below) appears showing the test name at the top left (#1) and the number of students (#2) involved in the test. The **Overall Score** column shows each individual student's overall score for the test and percentile rank color.

MAP: Language 2-12 Common Core 2010 : Spring 1 A

Student Name	Assessment ID	Overall Score	Paths Created	Student Profile
Paulo, Steve	JM100017	216	0	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> 
Brown, Tammy	JM3000147	215	0	
Brown, Tim	JM100028	196	0	
Jones, Timothy	JM7002431	231	0	
King, Harvey	JM7002451	229	0	
Jones, Same	JM5001512	227	0	
Coleman, Connie	JM5001529	218	0 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	
McMullin, Connie	JM5001540	226	0	
Cooper, Brad	JM5001546	206 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	0	
Davidson, Abel	JM6001486	Low Average	0	
Trout, Mike	JM4002383	223	0	
Long, Kevin	JM4002384	229	0	
Chambers, Donnie	JM4002385	212	0	

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Close

What the **Overall Score** colors indicate:

Shade	Color	Indicates	Rank
	Red	Student's score is in the 20th percentile or below.	Low
	Gold	Student's score is between the 21st and 40th percentile.	LowAvg
	Yellow	Student's score is between the 41st and 60th percentile.	Avg
	Green	Student's score is between the 61st and 80th percentile.	HiAvg
	Blue	Student's score is in the 80th percentile or above.	Hi

4. Hover over a student's overall score (#3 above) to see what the percentile rank color indicates. You can use percentile rank color as a starting point for students that require remediation. For example, students in the **Red** (LOW) rank category would probably be your first priority.
5. To filter or sort the list (#4 on example A above), enter characters in the search text boxes or click next to the column header to display the Sort indicator. For example, to sort the list by the Low percentile rank to the Hi percentile rank, click next to the **Overall Score** column header to display the Sort indicator. The list is now sorted by Low percentile rank to Hi percentile rank as shown in example B below.

MAP: Language 2-12 Common Core 2010 : Spring

**B**

Student Name	Assessment ID	Overall Score
Brown, Tim	JM100028	196
Davidson, Angela	JM4002390	210
Jones, Debbie	JM4002388	211
Cooper, Brad	JM5001546	206
Chambers, Donnie	JM4002385	212
Paulo, Steve	JM100017	216

Records now sorted Low percentile rank to Hi percentile rank. Notice that the overall scores **ARE NOT** in numerical order within the percentile rank category. The order within the rank is based on the student's actual Test Percentile.



**Note:** If multiple students fall within a percentile rank category when sorting by **Overall Score**, the students are sorted within the percentile rank category based on the student's actual achievement percentile for their grade level.

6. To see a summary of any Learning Path enrollments (LPEs) created for the student, click the number hyperlink (#5 on Example A above) in the **Paths Created** column. Details include the date the LPE was created and the name of the enrollment. Example C below shows what the LP summary would look like.



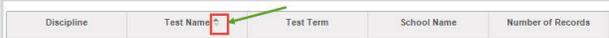
**Tip:** When you first upload test results and view overall scores and percentile rankings, the LPE number is 0 (zero). As LPEs are created, the number increments.

Learning Paths Created		
Langley Reading Spring2 Snape, Severus		09/21/2015
Langley Reading Spring Snape, Severus		09/21/2015
Langley Language Usage Spring2 Snape, Severus		09/21/2015
Langley Mathematics Spring Snape, Severus		09/21/2015
Langley Reading Spring1 Snape, Severus		09/21/2015

- To go to the student's profile so that you can view in-depth test results by goal and create Learning Paths enrollments (LPEs) for a student, in the **Student Profile** column (#6 on Example A), click the **View assessment results**  tool. For more information about student assessment profiles, see the NWEA™ *User Guide*.
- To close the MAP® test results page, click the **Close** button or the close [X].

### Filter and sort the Active Assessments list

Use the filters to search for a particular test or discipline. Filtering changes the information displayed in the list. Clear the search criteria to display the default information again. Use the column heading sort tool to sort the information.

Action	Do the following...
<b>Filter list using column filters</b>	<ul style="list-style-type: none"> <li>In the row immediately below several column headings are blank text boxes. These blank boxes are smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.</li> </ul> 
<b>Sort list</b>	<ul style="list-style-type: none"> <li>Click to the right of a column heading name to display an ascending/descending control. Sort the column.</li> </ul> 
<b>Reset (clear) filters</b>	<ul style="list-style-type: none"> <li>Delete the characters entered in the search text box. The list refreshes to the default information.</li> </ul>



**Tip:** You can adjust the width of the columns. Hover the cursor (pointer) over the line to the right of each column header until a two-way arrow appears. Click, hold and drag the column width.

### Archive assessment tests

If you have many years of test data, you may want to archive older test results so that you can keep the list of results that appear on the Active Assessments tab current. Archiving test results allows you "file away" older tests so that the tests are still available should the need arise to answer questions on past learning path decisions. When you need to make an assessment test result active again, you can easily unarchive it from the list on the **Archived Assessments** sub-tab.

To archive an assessment test:

1. On the main nav bar, click **Gradebook**, and then click the **Assessment Summary** tab.  
By default, the **Active Assessments** sub-tab displays.
2. If desired, use the search text fields and/or column **Sort** tool (#1 below) to locate an assessment test. See "[Filter and sort the Active Assessments list](#)" on the previous page.
3. To archive an assessment test, in the **Actions** column, click the **Archive** tool (#2 below).

The screenshot shows the 'Assessment Summary' tab with the 'Active Assessments' sub-tab selected. A search bar at the top contains the text 'Browse and Upload CDF.' Below it is a table with columns: Discipline, Test Name, Test Term, School Name, Number of Records, and Actions. The table lists three assessment tests. Annotations include: a red box around the 'Active Assessments' tab; a red box around the search bar with the text 'Use the Search text boxes and/or column Sort to easily find an assessment.'; a blue '1' in a box pointing to the 'Test Term' column header; and a red box around the 'Archive' icon in the 'Actions' column of the first row with the text 'Click to archive an assessment.' and a blue '2' in a box.

Discipline	Test Name	Test Term	School Name	Number of Records	Actions
Language Usage	MAP: Language 2-12 Common Core 2010	Spring	Damonte Ranch Vocational Scholastic Schools	5	[Refresh] [Archive]
Reading	MAP: Reading 6+ Common Core 2010 V2	Spring	Damonte Ranch Vocational Scholastic Schools	5	[Refresh] [Archive]
Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring	Damonte Ranch Vocational Scholastic Schools	1	[Refresh] [Archive]

The assessment test is removed from the **Active Assessments** list and is moved to the list on the **Archived Assessments** sub-tab. See "[View and manage archived assessment tests](#)" on page 31.

## View details about and access test results for students

The **Gradebook > Assessment Summary > Students** sub-tab (#2 below) contains the list of all students who have uploaded MAP® test results. You see the student name and assessment ID, number of assessments uploaded and learning paths created and the number of students (example E below).



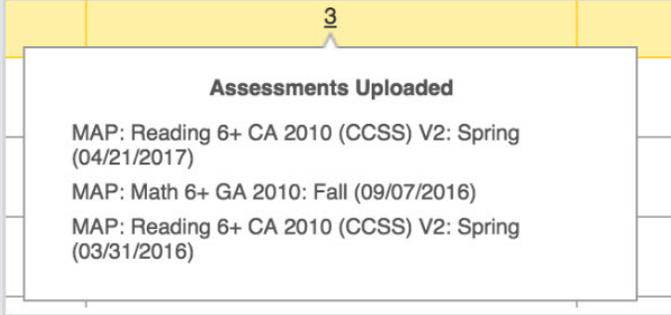
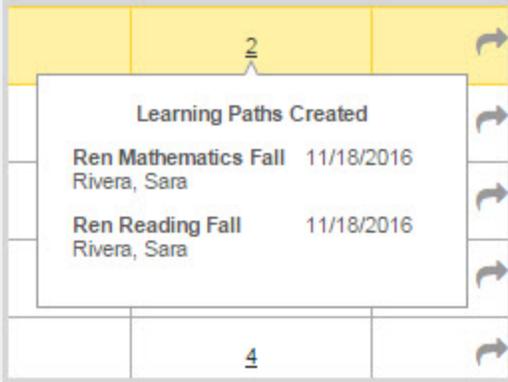
**Tip:** If a student has their assessment identifier deleted from Odysseyware using the **Delete Assessment ID** tool, the student is automatically removed from the **Students** sub-tab.

The screenshot shows the 'Assessment Summary' interface with the following data:

Student Name	Assessment ID	Assessments Uploaded	Paths Created	Student Profile
Brown, Tammy	JM3000147	2	1	[D]
Brown, Tim	JM100028	2	0	[D]
Carver, April	JM6001478	1	0	[D]
Chambers, Donnie	JM4002385	2	0	[D]
Coleman, Connie	JM5001529	2	0	[D]
Cooper, Brad	JM5001546	2	0	[D]
Cooper, Diane	JM4002386	2	0	[D]
Davidson, Abel	JM6001486	2	0	[D]
Davidson, Angela	JM4002390	2	0	[D]
Greene, Denise	JM4002387	2	0	[D]

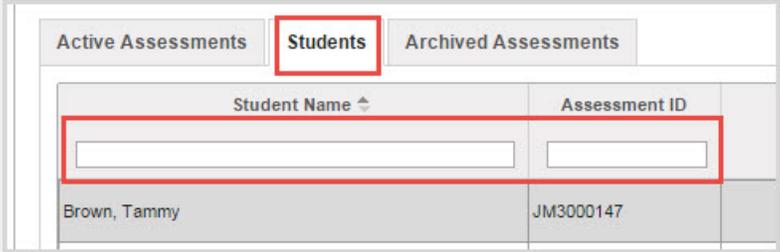
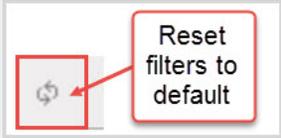
Page 1 of 2, View 1 - 10 of 19

Tools (identified above) allow an Odysseyware Administrator to:

Item	Description
<b>A - Sort control and Search text boxes</b>	<p>Sort test results and enter search characters to easily find test results. See <a href="#">"Filter and sort the Students list"</a> on the facing page.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;">  <p><b>Tip:</b> When you filter the list, the count of students changes (see item E above).</p> </div>
<b>B - Assessments Uploaded link</b>	<p>Hover over the <b>Assessments Uploaded</b> number to see the details of the assessment tests uploaded for the student. Tests are listed in chronological order with the most recent test listed first. If the list is long, use the scroll bar to see all tests.</p> 
<b>C - Paths Created link</b>	<p>Hover over the <b>Paths Created</b> number to see details about the LPEs created for the student.</p> 
<b>D- View assessment profile tool</b>	<p>Click the <b>View assessment profile</b>  tool to access a student's profile so that you can view goals for selected tests and create LPEs for the student. For more information about viewing student profiles and creating LPEs, see the <i>NWEA™ User Guide</i>.</p>

## Filter and sort the Students list

Use the filters to search for students and change the information displayed in the list. You can reset the filters to remove the search criteria. Use the column heading sort tool to sort the information to easily search for a student. The number of students shown in the list changes based on any filters you choose.

Action	Do the following...
<b>Filter list using column filters</b>	<ul style="list-style-type: none"> <li>In the row immediately below several column headings are blank text boxes. These blank boxes are smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.</li> </ul> 
<b>Sort list</b>	<ul style="list-style-type: none"> <li>Click to the right of a column heading name to display an ascending/descending control. Sort the column.</li> </ul> 
<b>Reset (clear) filters</b>	<ul style="list-style-type: none"> <li>Click the <b>Reset filters</b> symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed.</li> </ul> 



**Tip:** You can adjust the width of the columns. Hover the cursor (pointer) over the line to the right of each column header until a two-way arrow appears. Click, hold and drag the column width.

## View and manage archived assessment tests

The **Gradebook > Assessment Summary > Archived Assessments** sub-tab (#3 below) lists all archived MAP® assessment tests. You see the discipline, test name, test term, school name, and number of student records uploaded for the test.



**Tip:** If a student has their assessment identifier deleted from Odysseyware using the **Delete Assessment ID** tool, the **Number of Records** indicator is decremented for any associated assessment tests.

The screenshot shows the 'Assessment Summary' tab with 'Archived Assessments' selected. A table lists assessment tests with columns for Discipline, Test Name, Test Term, School Name, Number of Records, and Actions. A red box highlights the search filters (A and B), and another red box highlights the 'Unarchive assessment results' button (C).

Discipline	Test Name	Test Term	School Name	Number of Records	Actions
Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring	Damonte Ranch Vocational Scholastic Schools	1	Unarchive assessment results

Available tools for archived assessment tests let an Admin:

- Easily find archived assessments using the column sort (item A above) and search text boxes (item B above) tools. See [Filter and sort the Archived Assessments list below](#).
- Unarchive an assessment test. Click the **Unarchive assessment results** tool (item C). See ["Unarchive assessment tests" on the facing page](#).

### Filter and sort the Archived Assessments list

Use the filters to search for a particular test, discipline, or test term. Filtering changes the information displayed in the list. Clear the search text boxes to remove the criteria and display the default information again. Use the column heading sort tool to sort the information.

Action	Do the following...
<b>Filter list using column filters</b>	<ul style="list-style-type: none"> <li>• In the row immediately below several column headings are blank text boxes. These blank boxes are smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.</li> </ul>

Action	Do the following...
<b>Sort list</b>	<ul style="list-style-type: none"> <li>Click to the right of a column heading name to display an ascending/descending control. Sort the column.</li> </ul> 
<b>Reset (clear) filters</b>	<ul style="list-style-type: none"> <li>Delete the characters entered in the search text box. The list refreshes to the default information.</li> </ul>



**Tip:** You can adjust the width of the columns. Hover the cursor (pointer) over the line to the right of each column header until a two-way arrow appears. Click, hold and drag the column width.

## Unarchive assessment tests

As an Odysseyware Administrator, you can unarchive MAP® assessment tests.



**Note:** If an archived assessment test has updated results uploaded to Odysseyware, that test is changed to active and is automatically moved to the **Active Assessments** tab.

To unarchive an assessment test:

- On the main nav bar, click **Gradebook**, and then click the **Assessment Summary** tab.  
By default, the **Active Assessments** sub-tab displays.
- Click the **Archived Assessments** sub-tab.
- If desired, use the search text fields and/or column **Sort** tool (example A) to locate an assessment test.
- To unarchive an assessment test, in the **Actions** column, click the **Unarchive** tool (example B).

## Unarchive assessment tests

The screenshot shows the 'Assessment Summary' interface. At the top, there are tabs for 'Grading', 'Action Required', and 'Assessment Summary'. Below these are sub-tabs for 'Active Assessments', 'Students', and 'Archived Assessments'. A table with the following columns is visible: 'Discipline', 'Test Name', 'Test Term', 'School Name', 'Number of Records', and 'Actions'. A red box highlights the 'Test Name' search box, and another red box highlights the 'School Name' column. A third red box highlights the 'Actions' column, which contains an unarchive icon. Red arrows point from text boxes to these elements. The text boxes contain the following instructions:

- Use the Search text boxes and/or column Sort to easily find an assessment.
- Click to unarchive an assessment.

Discipline	Test Name	Test Term	School Name	Number of Records	Actions
Reading	MAP: Reading 2-5 Common Core 2010 V2	Spring	Damonte Ranch Vocational Scholastic Schools	1	[Unarchive Icon]

The assessment test is removed from the **Archived Assessments** list and is moved to the list on the **Active Assessments** sub-tab.

## Manage Assessment Identifiers for Students

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As an Odysseyware Admin, if you need to modify an assessment identifier for a student because the value was entered incorrectly, or you want to completely remove the association of the assessment identifier for a student, you can.

When you modify the assessment identifier for a student, this action:

- Changes the Assessment ID value wherever the assessment identifier appears for the student.



**Note:** Previously uploaded test results for the student based on the prior assessment id *are not* affected. If you upload test results again based on the modified (updated) assessment id, those tests appear in the list along with the previous tests when viewing the student's assessment profile.

When you remove (delete) the association of the assessment identifier for a student, this action:

- Removes any uploaded test results for the student based on that assessment ID for the student in the **Assessment Summary > Active Assessments, Students, and Archived Assessments** tabs.
- Removes the **Assessment Profile**  button from the **Gradebook > Grading** tab. For students with active assessment IDs, the **Assessment Profile**  button is located in the toolbar to the right of the student's name.



**Warning:** Even though the assessment id association has been deleted, any Learning Paths in which the student is enrolled in are still active. If desired, you can change the Learning Path enrollment to "Archive" status so that the student cannot work on it. To see the steps for changing the status of a Learning Path, see the *NWEA™ User Guide*.

### Edit and delete assessment identifiers for students

As an Admin, you can edit (modify) an assessment identifier for a student and, if desired, delete the assessment identifier which completely removes any association to uploaded test results for the student.

To edit or delete an assessment identifier for a student:

1. In Odysseyware, on the main nav bar, click **School Settings**, click the **User Associations** tab, and then click the **Assessments** sub-tab.
2. (Optional) To easily find the student, use the **First Name**, **Last Name**, or **User Name** column sort options or enter characters into the search text boxes located below the column headings. Clearing the characters resets the search.

The screenshot shows the Odysseyware interface with the 'User Associations' tab selected. Under the 'Assessments' sub-tab, there is a 'Students' section. A red dashed line connects the 'Assessments' sub-tab to the 'Students' section. A red box highlights the 'Assessments' sub-tab. Another red box highlights the 'Students' section title. A third red box highlights a callout that says 'Use the Sort tool or enter text into a search box to locate the student.' This callout points to the 'First Name' column header, which has a small sort icon, and to the search input boxes below the column headers. The table below has columns for 'First Name', 'Last Name', 'User Name', and 'Assessment Identifier'. The first row of data is highlighted in red. At the bottom of the table, there is a pagination control showing 'Page 1 of 5' and a dropdown menu set to '25'. The total number of records is 'View 1 - 25 of 106'.

First Name	Last Name	User Name	Assessment Identifier
Abigail	Nielsen	anielsen	KRV93086
Alexander	Felton	alex_felton	
Allison	Jannie	ajannie	
Alyssa	Law	alyssa_law	
Amy	Pohler	apohler	
Amy	Shumer	ashumer	siscopy456
Anna	Boisvert	aboisvert	
Anthony	Valdez	avaldez	KRV93940

3. Do one of the following based on the action (edit or delete):
  - To edit an assessment ID, click in the **Assessment Identifier** column to activate an entry field and make changes as needed. Click out of the column to save. If the assessment id is already in use, you are notified and must enter a unique value.



**Note:** Assessment identifiers can only contain letters, numbers, and the special character of: `_`. To completely remove an assessment id, you need to use the **Delete Assessment ID** button. See the next bullet for how to use the **Delete Assessment ID** button.

- To delete an assessment ID association, select the check box for the student's row. This action highlights the entire row and activates the **Delete Assessment ID** button. Now, click the **Delete Assessment ID** button. A message indicates that the student was successfully saved.

Messages & Display | Grading, Pacing, & Assessments | Permissions | Campus IDs | Archive | Terms | Calendar | User Associations

SIS | Assessments

**Students**

Copy All SIS Identifiers ⓘ | Delete Assessment ID

<input type="checkbox"/>	First Name	Last Name	User Name	Assessment Identifier
<input type="checkbox"/>	Abigail	Nielsen		KRV93086
<input type="checkbox"/>	Alexander	Fellon		
<input type="checkbox"/>		Jannie	ajannie	
<input type="checkbox"/>		Law	alyssa_law	
<input type="checkbox"/>		Pohler	apohler	
<input checked="" type="checkbox"/>	Amy	Shumer	ashumer	siscopy456
<input type="checkbox"/>	Anna	Boisvert	aboisvert	
<input type="checkbox"/>	Anthony	Valdez	avaldez	KRV93940

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**Tip:** To delete assessment identifiers for multiple students, select the check box for each student to highlight the row, and then click the **Delete Assessment ID** button. If you want to remove assessment identifiers for all students at the same time, click the check box in the column heading. This action highlights the entire student list and inserts check marks in all the check boxes. Then, click the **Delete Assessment ID** button.

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## Description of Terms

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This section explains some of the terms used in this guide.

Term	Description
<b>Assessment Identifier (ID)</b>	An assessment identifier (ID) is a label in Odysseyware used to refer to the identity of a student who has taken an assessment test and has assessment test results available for uploading to Odysseyware. This assessment ID is the same value as the Student ID in the StudentBySchool.csv and is the link to a school's MAP® assessments test results and matching those results to individual students in Odysseyware.
<b>CDF</b>	A Comprehensive Data File (CDF) package is created by NWEA™ for a school and it includes the following separate files, each containing specific student information: <ul style="list-style-type: none"><li>• Basic student information in the StudentBySchool.csv file: The most basic student roster information at the school level, including student to school associations, sorted by Student ID. You use this file to match student names in Odysseyware when adding the Assessment IDs in Odysseyware.</li><li>• MAP® test results are in the AssessmentResults.csv file: All valid assessment results for the specified term for students listed in the StudentBySchool data file. This is the file that is uploaded to Odysseyware.</li></ul>
<b>Goal score</b>	Scale score in a particular goal area. Goal and Sub Goal are part of the NWEA™ goal structure and are designed to correspond to national achievement and growth norms and state standards.
<b>Grade level</b>	In the student profile, the grade level is derived by using the norms data provided by NWEA™. The grade level for the student is based on the Test Percentile and RIT (see RIT) Score applied to the grade-level range.
<b>IEP</b>	Individualized Education Program. An IEP is a written statement of the educational program designed to meet a child's individual needs.
<b>LC</b>	Learning Continuum. A learning continuum is a sequence of skills that build in complexity from one level to the next.
<b>LP</b>	Learning Path. A learning path is a sequence of lessons designed to provide reinforcement and intervention, as well as enrichment, for students. An LP is constructed by the Odysseyware system based on the NWEA™ goal structure and aligned Odysseyware assignments.

Term	Description
<b>LPE</b>	Learning Path enrollment. An LPE is the actual enrollment containing the sequence of lessons designed to provide reinforcement and intervention for students. An LPE is just like a standard Odysseyware enrollment with a Teacher of Record and Term (see <a href="#">Term</a> ).
<b>MAP®</b>	Measures of Academic Progress® are K -12 interim assessments that measure growth and project proficiency in the disciplines of Mathematics, Reading, and Language Usage.
<b>NWEA™</b>	Northwest Evaluation Association™ is a global not-for-profit organization that provides assessments that accurately measure student growth and learning needs, as well as supported research of assessment validity and data interpretation.
<b>Percentile rank</b>	Percentage of students who had a RIT (see <a href="#">RIT</a> ) score less than or equal to this RIT score based on the most recent NWEA™ norms study.
<b>RIT</b>	Student MAP® testing results are reported in RIT scores (short for Rasch Unit). A RIT score is an estimation of a student's instructional level and also measures student progress or growth in school. The RIT scale is an equal-interval scale used to chart a child's academic growth from year to year. This type of score increases the value of the tests as a tool to improve student learning because it enables teachers to pinpoint what students have learned and what students are ready to learn.
<b>Term</b>	Term has two uses: <ul style="list-style-type: none"> <li>• Time of year, such as Spring or Fall, when the MAP® test was taken.</li> <li>• Selected enrollment time frame or period of time for the Learning Path enrollment (LPE) to be worked on by the student.</li> </ul>

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