NWEA Setup
Quick Start Guide for Admins

Upload and view MAP Test results.

Please Note: You must download your school's Comprehensive Data File (which includes the AssessmentResults.csv file and the StudentBySchool.csv file) from the NWEA website prior to uploading results and creating learning paths.

1 Verify that students in the StudentBySchool.csv file have user profiles set up on your Odysseyware site. If not, import them from your SIS using the Student Import template.

2 Open the StudentBySchool.csv file. Go to the School Settings tab and the User Associations subtab and, for each matching student, type or copy/paste the Student ID from the csv file into the Assessment Identifier field.

IMPORTANT: The correct Assessment Identifier must be entered so that a link is established from the Student ID in the AssessmentResults.csv file to the Assessment ID in Odysseyware. This link allows test results to be uploaded for the associated students for viewing and taking action. Use care when entering the Assessment ID so that the student association is correct.
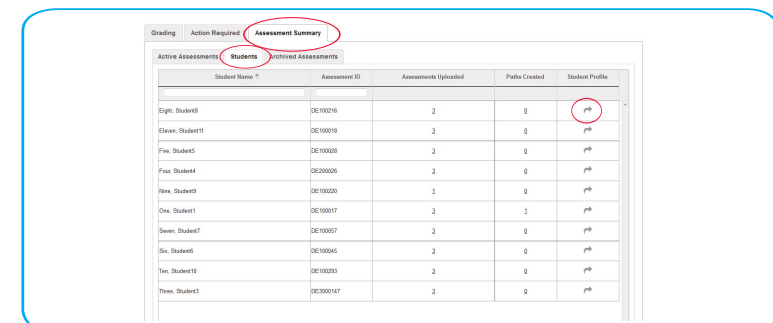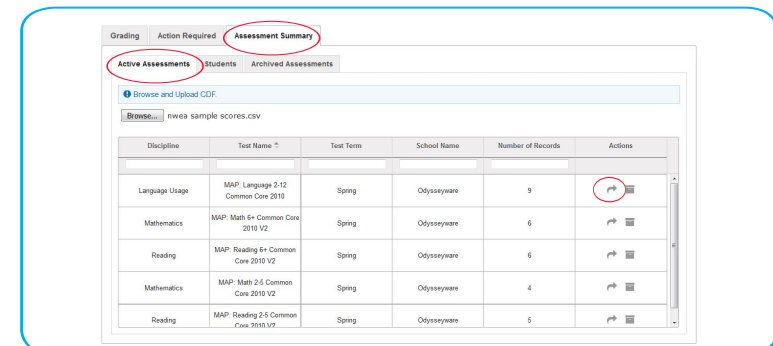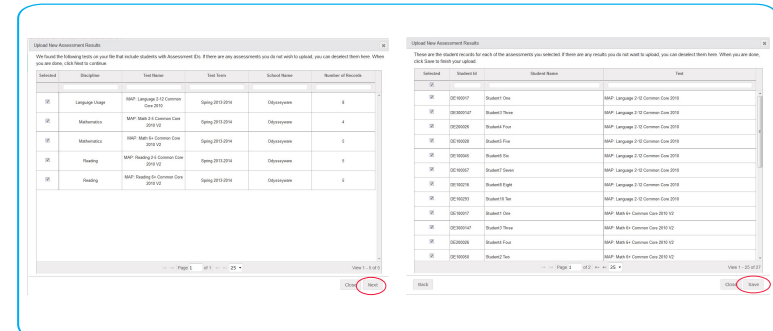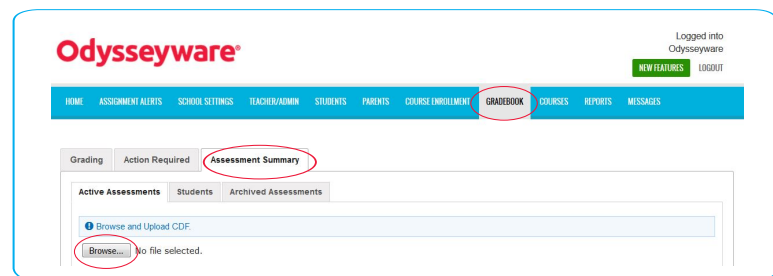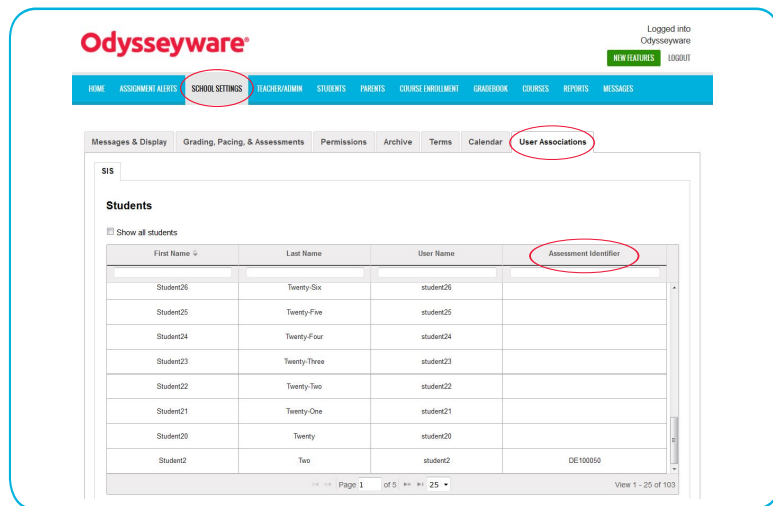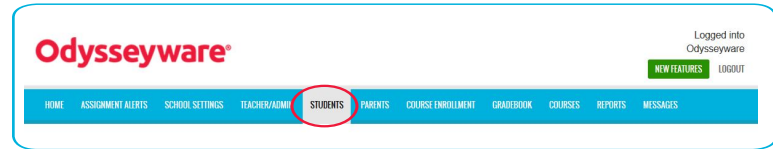

3 Go to the Gradebook tab and the Assessment Summary subtab to browse and upload the AssessmentResults.csv file.

4 Select tests to upload (or keep all selected), and click Next. Then select students to upload (or keep all selected), and click Save.

5 Go to the Assessment Summary>Active Assessments subtab and click the arrow to view assessment results.

6 Go to the Assessment Summary>Students subtab to view a list of all students who have uploaded MAP test results. You should see the student name, assessment ID, and number of assessments uploaded. Click the arrow to view student assessment profiles.

Next Steps: Use the Creating NWEA Learning Paths Quick Start Guide to find instructions for enrolling students in their individualized learning paths.

For additional details, visit our Training Resource page for videos and tutorials. Click the Help button at the bottom of your screen to start browsing training resources at any time.