The Maine Through Year Assessment User and Student Management Guide

2024–2025 Maine Through Year Assessment
Reading and Mathematics

Contributors

The Maine Through Year Assessment is administered by the Maine Department of Education (DOE).

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Part 1—Navigating the Maine Through Year Management Platform: Acacia

Acacia Management and Reporting System Requirements

The management and reporting insights platform, known as Acacia, is supported on the latest versions of the following browsers:

- Google Chrome™
- Mozilla® Firefox®
- Mozilla Firefox LTS
- Microsoft® Edge™
- Safari®
- Safari on iPad®

The website is optimally viewed using a 1280 x 1024-pixel screen resolution. System functionality and screens may display, operate, or appear differently in different browsers and operating systems.

Access Acacia

To access the Maine Through Year Assessment management platform, Acacia:

1. Log in to MAP at https://start.mapnwea.org using your MAP login credentials.

2. Select the **Maine Through Year** link in the top navigation menu.
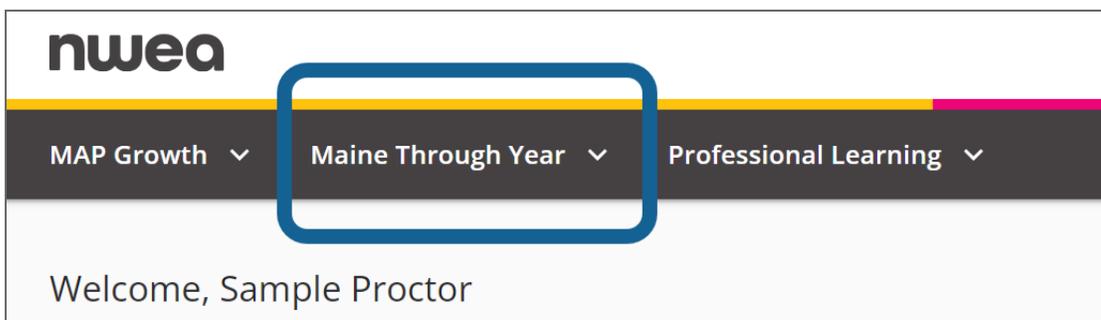
3. Select **Maine Through Year Assessment Acacia Landing Page**.

   You will be automatically directed to Acacia.
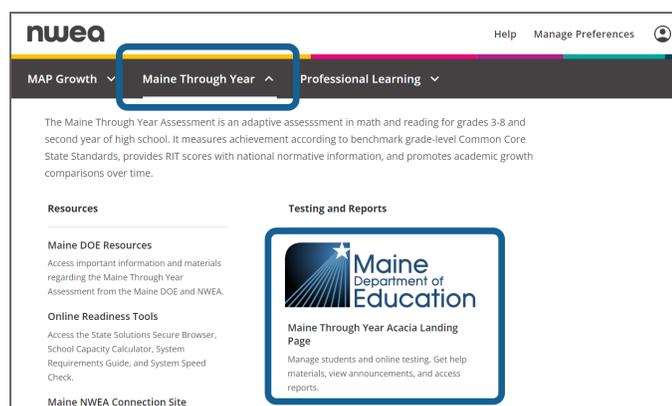
Acacia Home

Access the Acacia home page at any time by selecting **Home** at the top of the main menu on the left. The following information is available on the home page:

1. **Announcements**: The Announcements section contains announcements from the state or district.

2. **Shortcuts**: A set of links to commonly used functions in Acacia such as Add Student, Monitor Test, or View Reports. The links available vary by user role.

Navigation Menu

To show or hide the menu, select the **Menu** button at the top left. Menu options will vary for users based on their assigned user role.
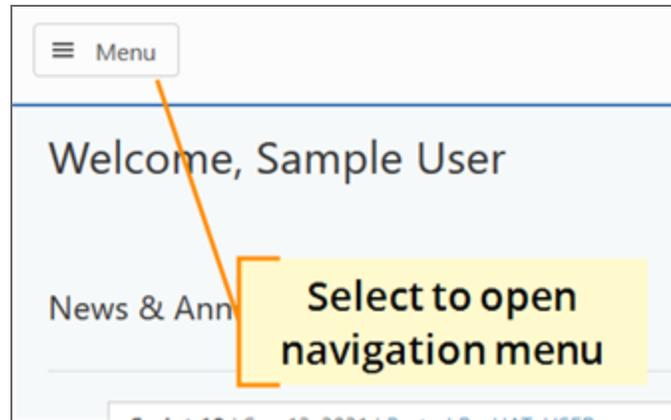
Profile, Help, and Logout

At the top right of the Acacia home page are the Profile, Help, and Logout icons. Use the **Profile** icon to view your profile. Use the **Help** icon to access help documentation. Use **Logout** icon to close your current session and return to the login page.

Part 2—User Roles and Permissions

In general, your School Administrative Unit (SAU) is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA). You control access by assigning roles to each person's user profile. A role defines what each person can do and see in the test administration site.

Table 1: User Roles and Permissions below shows which roles have access to which functions in Acacia. The district and school-level roles have the listed permissions for the district or school to which the user is assigned.

Table 1: User Roles and Permissions

MAP Roles	District				School				Other	
	Sys Admin	District Assess Coord	Data Admin	District Proctor	School Assess Coord	School Proctor	School Admin	Instr	External State Admin	External Advanced User
Announcements & Organizations										
Create announcements and edit or delete your own announcements	✓	✓								✓
Search and view organization information	✓	✓							✓	✓
Users										
Add, view, and edit user accounts Users cannot edit their own accounts	✓	✓								
Students										
View student profiles	✓	✓	✓		✓				✓	✓
Create, edit, and delete student profiles										✓
Transfer students										✓
Import student registration files	✓	✓	✓		✓					✓
Create, edit, or delete student groups (testing and reporting)	✓	✓	✓		✓					✓
Online testing										
View online test sessions	✓	✓	✓	✓	✓	✓				✓
Create and edit test registrations	✓	✓			✓					✓
Print online test tickets	✓	✓		✓	✓	✓				✓

MAP Roles	District				School				Other	
	Sys Admin	District Assess Coord	Data Admin	District Proctor	School Assess Coord	School Proctor	School Admin	Instr	External State Admin	External Advanced User
Apply not tested codes (NTCs)										✓
Operational reports										
MAP Growth Errors Report	✓	✓	✓							✓
Materials Order Report	✓	✓	✓		✓				✓	✓
NTC Usage Report	✓	✓	✓		✓				✓	✓
Organizations Report	✓	✓	✓						✓	✓
Registration Report	✓	✓	✓		✓					✓
Student Mobility Report	✓	✓	✓		✓				✓	✓
Student Score Data File	✓	✓	✓						✓	✓
Summary Test Status Report	✓	✓	✓		✓					✓
Testing Status Report	✓	✓	✓		✓				✓	✓
Score reports										
Student score reports	✓	✓	✓		✓		✓	✓	✓	✓

Part 3—View Organization Information

Each SAU and school is categorized as an organization and has information associated to it, such as the organization name, code, mailing address, and a list of users associated with the organization. Permission to view this information is based on your role. For example, District Assessment Coordinators can view information at both the district and school level, while School Assessment Coordinators can only view information at the school level.

To view the organizations you have permission to access:

1. In the main menu, select **Organizations** > **View & Edit Orgs**.

2. On the **View & Edit Organizations** page, enter the search criteria (organization type, name, or code).

3. Select **Search** to view the results.

4. To view organization information, select the View & Edit icon ✎ in the **Actions** column. A profile page for the organization appears.

5. In the top right, four tabs are available: **General Info**, **Addresses**, **Users**, and **Structure**. Select the tab containing the information you want to view. Functionality varies based on your user role.

- **General Info**: View the organization name, code, type, and responsible organization (for example, the "responsible organization" for a school is an SAU).

- **Addresses**: View the mailing address and billing address.

- **Users**: View a list of users at the organization, including their email, role, and status. Select the View & Edit icon ✎ in the **Actions** column to view more information about the user. User accounts can be edited in MAP Growth.

- **Structure**: View a list of child organizations (for example, a school is a "child organization" of a district). Select the View & Edit icon ✎ in the **Actions** column to view a child organization.

Part 4—Manage Users

Manage Users in MAP

User accounts are managed in the MAP platform at https://start.mapnwea.org. User accounts are synced daily from MAP to Acacia.

For details about managing user accounts in the MAP platform, refer to the following resources in the MAP Help Center:

- Manage Users—How to manually create and update user accounts

- Add Staff and Roles in Roster Import—How to add or update user accounts via a bulk roster import

View a User in Acacia

To search for a user:

1. In the main menu, select **Organizations** > **View & Edit Users**.

2. On the **View & Edit Users** page, enter the search information.

   Note: Required fields are marked with an asterisk (*).

3. Select the **Search** button to view the search results.

Part 5—Student Registrations

About Registering Students

Students are rostered in the Maine Through Year Assessment Acacia platform by the Maine DOE. Students rostered by Maine DOE are automatically registered for the appropriate grade-level assessments in Reading and Math.

The **Register** function in Acacia allows SAUs to assign accessibility supports and accommodations to students in bulk.

Upload Student Test Registrations

Use the **Upload** functionality to make changes to student registrations such as accommodations . To register a student via the user interface, refer to [Add a New Student](#) on page 14.

How to upload student registrations

> **Note**: Download a new registration report for every administration (fall, winter, or spring) to ensure that the student roster is up-to-date.

To upload students for the administration:

1. Download the **Registrations Report** from **Reports** > **Operational**.

2. Open this report in a spreadsheet editing program such as Excel and make any necessary changes. Each student has one line per assigned test, so most students will be listed more than once. This allows you to make edits to a specific test (for example, assigning text-to-speech to Math but not Reading).

3. Save the updated file as a CSV.

4. In the main menu, select **Students** > **Upload**.

5. Set the **Select Upload Type** menu to **Registration**.
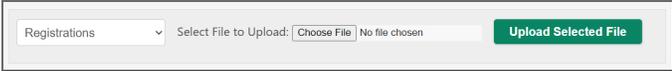
6. Under **Upload a File**, select **Choose File**.

7. In the **File Upload** window, navigate to the saved CSV file, and select **Open**.

8. Select the **Upload Selected File** button to begin the upload. Refresh the browser to update the status.

> **Note**: Once the upload's status is **Complete**, changes appear in Acacia immediately. Refer to [Table 2: Upload Status Descriptions](#) on the next page for details.

Table 2: Upload Status Descriptions

Icon	Upload Status Description
↻	Processing.
✓	Complete with no errors.
✓	Complete with errors. Check the Status column.
✗	Processing error. No records have loaded. Ensure the file is saved as a CSV and that all fields have data consistent with the upload spreadsheet requirements.

Update a Student Registration Via the Student Profile

To update the accessibility supports or testing school for a student's test registration:

1. Search for and view the student's profile. Refer to for detailed instructions.

2. Select the **Tests** tab in the upper right.

Profile	Accessibility Supports	Tests
Manage student demographics	Manage PNP accommodations	Manage test registrations

3. Select the applicable test administration from the drop-down list then select **View Registrations**. A list of any existing registrations appears.

4. Select the arrow next to the registration.

5. To update accessibility supports, select the View & Edit icon ✎ in the **Accessibility Supports** field and choose the correct options.

6. If a student is testing at a different school, set the **Testing School** field to the correct school.
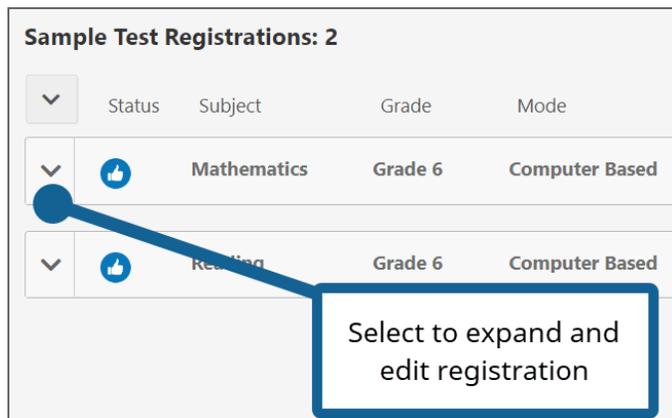
Sample Test Registrations: 2

⌄	Status	Subject	Grade	Mode
⌄	👍	**Mathematics**	Grade 6	**Computer Based**
⌄	👍	**Reading**	Grade 6	**Computer Based**

Select to expand and edit registration

7. Select **Save Updates** to save your changes.

Part 6—View and Modify Students

Add a New Student

Note: Adding a new student must be done by the Maine DOE via a daily delta file upload. Student enrollments need to be updated in Synergy for new students to be present in the delta file.

Search for a Student

To view a student who is already registered for an assessment administration:

1. In the main menu, select **Students** > **View & Edit**.

2. A student list appears. Use the filters to locate the student you want to view or edit.

3. Select the View & Edit icon ✎ in the **Actions** column.

4. The Student Profile page appears. In the upper right, there are 3 tabs to choose from:
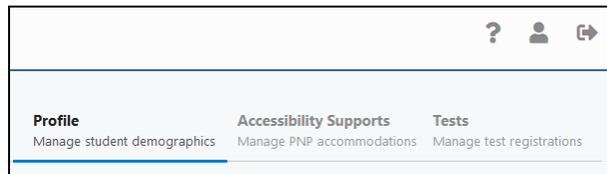
   - **Profile**: Select this tab to view information about the student such as name, student state ID, and demographics such as Economic Disadvantage, 504 plan, and ethnicity.

     > **Note:** You cannot modify a student's demographic information. This comes from the state-provided roster file.

   - **Accessibility Supports**: Select this tab to assign or remove accommodations to the student. Refer to Add Accessibility Supports below for details.

   - **Tests**: Select this tab to edit registrations.
     - To update a test registration, refer to Update a Student Registration Via the Student Profile on page 12.

5. To save your changes, select **Save Updates** at the bottom.

Add Accessibility Supports

Add Accessibility Supports to Multiple Students

The Register function in Acacia allows SAUs to assign accessibility supports and accommodations to students in bulk. Refer to Part 5—Student Registrations on page 11.

Add Accessibility Supports to One Student Via the Student's Profile

A convenient way to set up accessibility supports for individual students is via the user interface. Accessibility supports may be added via the user interface at any time after students are registered for the assessment. Some may even be changed while the student is taking the assessment.

> **Note**: Students must log out of any active assessments before supports can be added or removed.

To add accommodations:

1. Search for and view the student profile. Refer to Search for a Student on the previous page for detailed instructions.

2. On the **Student Profile** page, select the **Accessibility Supports** tab in the upper right.

Profile	Accessibility Supports	Tests
Manage student demographics	Manage PNP accommodations	Manage test registrations

3. Select the applicable test administration from the drop-down list then select **View Supports**.

4. Check the boxes for the accommodations you wish to assign to the students.

5. Select **Save Updates**. A confirmation window appears.
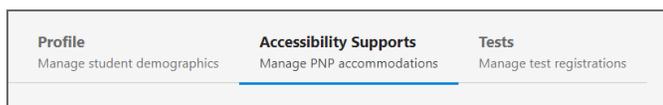
Not Tested Codes (NTCs)

Not tested codes (NTCs) are used solely by the Maine DOE to track special circumstances in which students' assessment data will not be included in an SAU's or school's aggregated data.

> **Note**: Only Maine DOE will enter NTCs into Acacia. SAUs should not enter NTCs, and any NTCs entered by SAUs will be removed.

The available NTCs are listed in Table 3: Descriptions of Available NTCs below.

Table 3: Descriptions of Available NTCs

Code	Description	Explanation of use
INV	Invalid	Student's assessment was invalidated, such as due to a security breach.
EMW	Emergency Medical Waiver	The student was not assessed because of an approved emergency medical waiver. Special Considerations Exemption Instructions can be found on the Maine DOE Assessment Team Resources webpage.
RMV	Removal	Used by NWEA behind-the-scenes as necessary for transferring assessment scores and resetting assessments.

Transfer a Student Between Schools

When a student moves from one Maine public school into another, follow these steps:

1. **SAU**: Update Synergy State Edition to reflect the student's current enrollment.

2. **Maine DOE**: Once the transfer is completed in Synergy, Maine DOE uploads an updated roster file and the student's new school appears in Acacia within 36 hours. Roster files are uploaded on weekdays, excluding state holidays.

3. **Receiving SAU**: Before administering the assessment, the SAU for the student's new school updates the student's registration:

   a. Add any necessary accommodations or designated supports. Refer to Add Accessibility Supports on page 14.

   b. Update the student's testing school, if necessary. This is required for students that are transferring between schools in the same SAU. Refer to Update a Student Registration Via the Student Profile on page 12.

   > **Note**: The Testing School cannot be modified for tests that have already been started or submitted.

4. **Previous SAU**: Remove the student's current term from the student profile in MAP. Refer to How to remove a term from a student profile on NWEA Connection for instructions.

5. **Receiving SAU**: Roster the student as normal in MAP.

6. **Receiving SAU**: To maintain historical data in MAP, refer to How to move students between districts in NWEA Connection. This help article includes a link to a form you'll need to submit.

Part 7—Create New Student Groups for Reports of Assessment Sessions

District Assessment Coordinators, School Assessment Coordinators, and Data Administrators can create, edit, or delete student groups for reporting or online testing.

> **Note**: Online testing and reporting groups do not automatically carry over from administration to administration. Edit the existing group to add it to another administration. Refer to Search for and View Student Groups on page 19 for instructions.

Online testing groups are not necessary for the administration of the assessment but do allow for proctors to view only the students within their room.

Users with the Instructor role can see assessment results for students in the reporting groups they are assigned to.

> **Note**: If an instructor cannot see results for their students, the instructor may not be assigned to a reporting group.

Create New Student Groups

Student groups can define online testing groups or reporting groups. If you need to create a new group of students to appear in a report, or you need to create a new online testing group, you can accomplish this by creating a group and selecting the desired group type.

> **Note**: Student groups cannot be created via the Registration file.

To create a new student group:

1. In the main menu, select **Students** > **Student Groups**.

2. Above the search criteria, select the **Create** tab on the right.

3. Select the **School**, **School Year**, and **Assessment Type** from the drop-down lists.

4. Select **Continue**.

5. Select the appropriate settings for the group. If you choose a wrong setting, select the X next to that setting to remove it.

- **Test Administration**: Select all test administrations that apply.

- **Subject**: Select Mathematics, Reading, or both. This option determines which test will appear in reports for this group. Note that this does not change any student registrations.

- **Group Name**: Create a name for the group.

- **Group Type**: Choose **Online Testing**, **Reporting**, or both.

  ○ **Online Testing**: This option creates a test session for the group under Online Testing > Manage.

  ○ **Reporting**: This option allows reports to be generated for this group.

- **User Access to this Group**: Assign individual users to this group. Typically, you will assign a teacher for a reporting group or a proctor for an online testing group.

6. Select **Continue**.

Step 2 of 3: Enter Settings

Test Administration *
Sample Test Admin ⊗

Subject *
Mathematics ⊗   Reading ⊗

Group Name *
Grade3

Group Type *
Online Testing ⊗   Reporting ⊗

User Access to this Group

[Back] [Continue]

7. Enter search criteria to find students to add to the group. The **Grade** field is required; optionally enter last name, first name, or student ID. You may enter multiple grades.

8. Select **View** to see a list of students.

9. Select the check box next to the names of students you want to add to the group, then select the **Add To** button to add students to the list of selected students on the right.

10. To remove students from the list of selected students, select the checkbox next to the names of students you want to remove, then click the **Remove** button. The student names will move out of the list of selected students.

11. Select **Save Student Group** to create the group.

Search for and View Student Groups

Student groups define reporting groups and online test sessions. Users such as teachers or proctors can be assigned to student groups, allowing that user to view reports or test sessions.

To search for student groups:

1. In the main menu, select **Students** > **Student Groups**.

2. On the **Student Groups** page, select search criteria using the **School**, **School Year**, and **Test Administration** drop-down lists.

3. Select the **Find** button to view a list of groups matching the search criteria.

4. Select the **Edit** icon ✏ in the **Actions** column to update the group, or the **Delete** 🗑 icon to delete the group. Refer to Create New Student Groups on page 17 for information about the available group settings.

5. After editing is complete, select **Save Student Group** to save the changes.