



## MAP Growth Student Rostering

### Introduction

For SAUs to have access to MAP Growth reports using RIT scores from the Maine Through Year assessment, students must be rostered in the MAP Growth platform. This follows the same process as rostering for the MAP Growth assessment that has been provided in the past. Students must be rostered to the Fall 2023 term in MAP Growth **before Oct 27<sup>th</sup>, 2023**. Instructions and videos are [available here](#).

Acacia also provides an Operational Report called the Registration Report that will provide an export of all students expected to take the Maine Through Year assessments. This is a great source to know who to roster in the MAP Growth system and validate against.

At the end of the Fall 2023 testing window, a sync will be enabled to move MAP Growth student information over to the Acacia platform used for the Maine Through Year assessment. It is crucial that the student information rostered to MAP Growth is accurate and up to date with what is in Synergy/NEO.

### Rostering Options:

#### 1. NEO Export

A roster export is available from the Maine State Student Information System (SIS) that contains all students expected to test in Maine Through Year assessments. This is the same export that was available in prior terms for MAP Growth rostering.

**Note:** Class information is not available via this export but is required for reports to be available. This information will need to be manually added.

#### 2. Local SIS Export / Manual Creation

To prevent the need to manually enter class data, SAUs can use existing processes, such as generating the file from their local SIS to populate the MAP Growth roster template, [available here](#).

**Note:** SAUs must still download and confirm all students present in the NEO roster above are included in their roster import.

#### 3. Automated rostering through Clever/ClassLink

SAUs may also use automated rostering services such as Clever and ClassLink to provide their rosters into MAP Growth. As with all options, SAUs must still review the NEO roster export to ensure all students who are expected to test in Maine Through Year are being shared from Clever / ClassLink.

### Downloading the NEO Roster:

1. Log in to NEO at <https://neo.maine.gov/>
2. Click "Student Data" from the Dashboard or horizontal menu
3. Click "Click Here to Enter Student Reports"
4. Click View Report to the right of "NWEA Mathematics & Reading – Grades 3-8, 2nd & 3rd year HS"

### Uploading the Roster File:

Once the roster file is created through NEO or the local SIS, it must be uploaded into MAP Growth. Please follow the instructions below to import.

Note: Data Administrator or District Assessment Coordinator role is required.

1. Log into MAP Growth via: <https://teach.mapnwea.org>
2. Click on Import Profiles / Rostering
3. Click the Start New Import button
4. Leave the Roster Type on Standard, ensure the Term is Fall 23-24 and the Add/Update option on Standard – Add/Update
5. Click the Add button below Roster File and locate your file
  - a. Ensure your School State Codes are provided in column A
  - b. This file must be saved in the .csv comma delimited file type
6. Scroll down and click the blue Next button
7. On the next screen, a preview of your data is shown. Review and confirm data elements are appearing in the correct columns with the correct headings and continue
8. If there are errors in your file or inconsistencies in the data, you will be notified and given the opportunity to correct them.
  - a. Please follow [these instructions](#) on how to reconcile various data errors that may appear.
9. Once all errors are corrected in the file and re-uploaded or reconciled through the website, you will be at the Import Summary screen. Click Import Valid records to complete the process.
10. After final processing, which may take several minutes, the roster import is complete.

### Automated Rostering with Clever/ClassLink:

Services such as Clever or ClassLink will automatically generate and import your rosters directly into MAP Growth regularly from your local Student Information System (SIS). You will need to ensure your data is accurate and up to date and is consistent with Synergy and NEO.

Please review the following NWEA Connection articles for more details on setting up Clever Rostering or ClassLink Rostering:

- [Rostering to MAP Growth with Clever](#)
- [Rostering to MAP Growth with ClassLink](#)

### Validating MAP Growth Rosters:

In addition to using the NEO export, you can directly export a roster file from Acacia to identify students who have been rostered for the Maine Through Year assessments to ensure they are rostered in MAP Growth. Follow the steps below to get an export of your Acacia roster:

1. Log into MAP Growth via: <https://teach.mapnwea.org>
2. Click the Maine Through Year link along the top, and then Maine Through Year Acacia Page
3. Click the Home link on the top left
4. Under Reports, click Operational
5. Select your District Name from the list and then Registration Report

You can use this Registration Report to confirm all students who have been rostered to Maine through year are present on your MAP Growth roster file or included in any Clever/ClassLink sharing rules.

### Support and Assistance:

If you have questions, encounter any difficulties, or would like a walk-through of these steps, contact NWEA Partner Support for Maine at: **(855) 430-1777** available Monday-Friday 7AM – 8PM Eastern time.