NSCAS Growth User and Student Management Guide

2024–2025 NSCAS Growth
English Language Arts, Mathematics, and Science

Contributors

Nebraska Student-Centered Assessment System (NSCAS) Growth Assessments are administered by the Nebraska Department of Education (NDE):

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Table of contents

Part 1—Navigating the Acacia platform

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 Acacia management platform:

1. Log in to MAP (also known as the Comprehensive Assessment Platform or CAP) at https://start.mapnwea.org using your MAP login credentials.

2. Select the **NSCAS Growth** link in the top navigation menu.
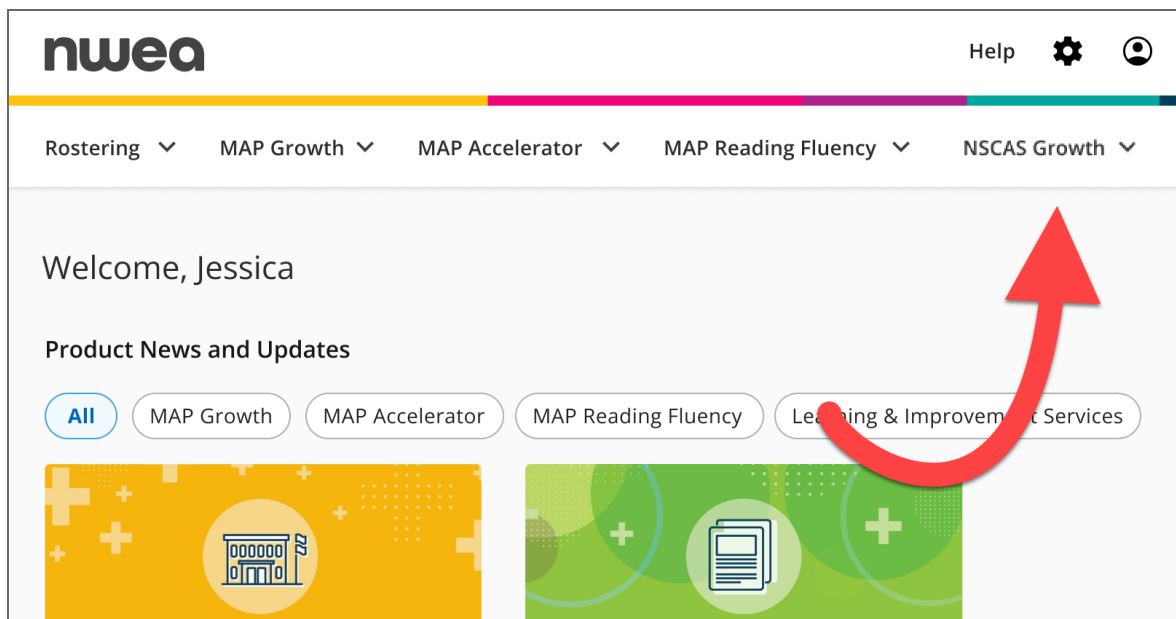
- Alternatively, if you are already logged in to MAP, the NSCAS Growth link may be in the left navigation menu.

3. Select **NSCAS Growth Acacia Landing Page**.

   You will be automatically directed to Acacia.
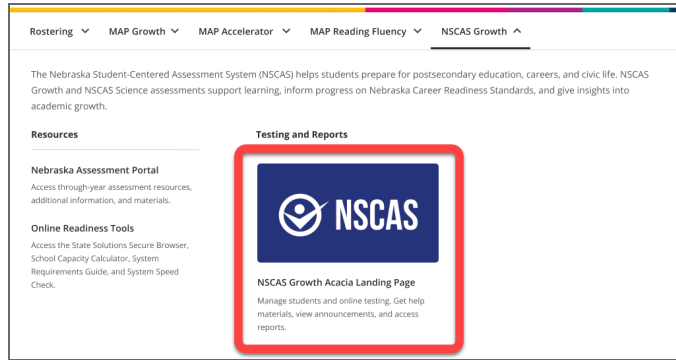
Acacia home

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. **Test Windows**: A list of test window dates for this academic year.

3. **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.
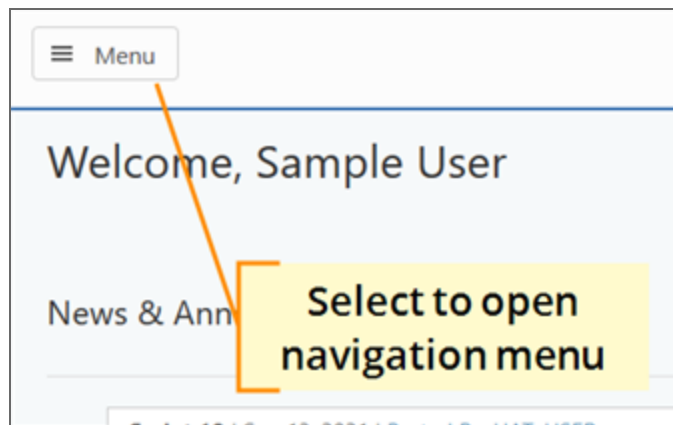
Profile, help, and logout

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—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

User roles and permissions

In general, your district 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 on the next page 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

	District			Proctor	School			ESU/Region	
	Sys Admin	District Assess Coord	Data Admin	District or school proctor	School Assess Coord	School Admin	Instr	ESU Admin	Ext Program Coord
View organizations									
Search and view organization information	✓	✓							
Manage users	*Managed in MAP Growth*								
View other user accounts	✓	✓							
Students									
Create and edit student profiles		✓	✓		✓				
View student profiles		✓	✓		✓				✓
Transfer students into or out of organizations		✓	✓						
Upload student test registrations		✓	✓		✓				✓
Create, edit, or delete student groups	*Managed in MAP Growth*								
Online testing									
View test registrations		✓		✓	✓				✓
Create and edit test registrations; set test attributes and not-tested codes (NTCs)		✓			✓				✓
View online test sessions and print online test tickets		✓	✓	✓	✓				✓
Operational reports									
Materials Order Report	✓	✓			✓				
Organizations Report	✓	✓	✓		✓				
Registration Report	✓	✓	✓		✓				
Student Mobility Report	✓	✓	✓		✓				
Student Results File	✓	✓	✓						
Student Score Data File	✓	✓	✓						
Summary Testing Status Report	✓	✓			✓				
Testing Status Report	✓	✓	✓		✓				

	District			Proctor	School			ESU/Region	
	Sys Admin	District Assess Coord	Data Admin	District or school proctor	School Assess Coord	School Admin	Instr	ESU Admin	Ext Program Coord
Score reports									
Access insights reports for assigned organizations, groups, or students	✓				✓	✓	✓	✓	✓

Part 3—Import students in MAP

Roster sync MAP Growth to Acacia

Student information is synced to Acacia from the MAP Growth platform daily. Therefore, students must be rostered in MAP Growth.

> **Note**: When a student's data is synced to Acacia, they are automatically registered for all test administrations for the year to allow reports to generate correctly. Verify that all students are rostered to the correct grade in the MAP Growth platform to reduce the need for data cleanup. Students who have left the district prior to the spring test administration must have the Not-Tested Code of LBW added to their spring registrations.

Only organizations including grades 3–8 are synced to Acacia. This means there are some situations where students in grades 3–8 are excluded from the sync. For example, if a grade 8 student is accidentally rostered to a grade 9–10 organization in MAP Growth, that student is not synced to Acacia. District Assessment Contacts and School Assessment Coordinators should review operational reports to ensure all students are rostered correctly.

Most, but not all student data is synced into Acacia from MAP Growth. Refer to Table 2: What data is synced from MAP Growth below for details.

Table 2: What data is synced from MAP Growth

Data synced from MAP Growth	Data not synced from MAP Growth
✓ Student name and ID	✗ NTCs
✓ Grade	✗ Test language
✓ Resident district and school	✗ Accommodations
○ **Note**: Only organizations including grades 3–8 are synced to Acacia	✗ Demographics (IEP, 504, ethnicity, EL status, etc)
✓ Class assignments	✗ Testing district and school (if different from resident district and school)

Since the sync from MAP Growth does not include NTCs, test language, accommodations, demographics, or testing school you must assign these as needed in Acacia. Refer to the following sections for information:

- To update NTCs, test languages, accommodations, or demographics manually:

    - [Update student profile information](#) on page 14

    - [Add accessibility supports to a student's profile](#) on page 15

    - [Update test language](#) on page 16

    - [Add students to external programs](#) on page 17

    - [Assign not tested codes](#) on page 18

- To update NTCs, test languages, accommodations, or demographics in bulk:

    - [Upload student test registrations](#) on page 11

Upload student roster to MAP

> **Note**: If your district uses Clever to roster students for MAP Growth, you do not need to import a roster manually in MAP Growth.

To upload a student roster in MAP:

1. Log in to MAP at https://start.mapnwea.org.

2. Download and complete the roster file template.

> **Note**: The template is linked in the **Rostering** menu at the top of the MAP start page.

3. Import the roster in MAP. Refer to [Prepare Your Roster](#) and [Import Your Roster](#) in the MAP Help Center for instructions.

Part 4—Upload student test registrations

About registering students

Students synced to Acacia from MAP are automatically registered for the appropriate tests for their grade. However, student test registrations may need to be modified to add accommodations, demographics, or NTCs, or to change the test language or testing school or district. You can update individual student registrations manually in Acacia or in bulk by importing a student registration file.

For a list of student data imported from MAP and student data that must be added or imported via a student registration file, refer to Table 2: What data is synced from MAP Growth on page 9.

To manually add or update accommodations, test languages, external programs, or NTCs for student test registrations, refer to:

- Add accessibility supports to a student's profile on page 15
- Update test language on page 16
- Add students to external programs on page 17
- Assign not tested codes on page 18

The following sections describe how to use the upload feature to assign accommodations, demographics, NTCs, testing schools, and test languages to students in bulk.

Upload student test registrations

Use the **Upload** functionality to make changes to student registrations such as test language, accommodations, and NTCs. To register an individual student via the user interface, refer to Add a new student on page 13.

> **Note**: When assigning the paper/pencil and large print accommodations, allow 2 business days for NWEA to provide a secure download link.

How to upload student registrations

Users with the District Assessment Contact, Data Administrator, School Assessment Coordinator, or External Program Coordinator roles can upload student registrations. 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 ELA).

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**.

| Registrations ∨ | Select File to Upload: Choose File No file chosen | **Upload Selected File** |

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 import the file into the system.

9. Refresh the browser to update the status of the upload.

> **Note**: Once the upload's status is **Complete**, changes appear in Acacia immediately. Refer to Table 3: Upload Status Descriptions below for details.

Table 3: 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.

Part 5—View and modify students

Add a new student

To add and register multiple students through a data upload, refer to Upload student test registrations on page 11.

> **Note**: Student profile data is synced daily with MAP. When making changes in Acacia, be sure the information is also updated in MAP to avoid data being overwritten. Not all data is synced to MAP. Refer to Table 2: What data is synced from MAP Growth on page 9.

Users with the District Assessment Contact, Data Administrator, or School Assessment Coordinator can add students in Acacia.

To add an individual student in Acacia:

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

2. On the **Add Student** page, complete the required fields in the **Student Information** and **Enrollment Information** sections. Required fields are marked with an asterisk (*).

3. Select **Add Student**. The platform will search for any existing students with the same state student ID.

4. If a match is found, a pop-up appears identifying the student associated with the state student ID provided.

   - To add a different student, select **Add Another Student**.

   - To view or edit the student with the state student ID provided, select **Edit This Student**.

5. If no match is found, the **Confirmation: Student Successfully Added** window appears. Select **Add Demographic Information**.

6. Complete the required fields in the **Demographics** and **Ethnicity** sections as appropriate.

7. Select **Save Updates**. A confirmation window appears.

8. To continue with adding accommodations and registering the student for a test, refer to Search for a student below.

Search for a student

To view or edit 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:
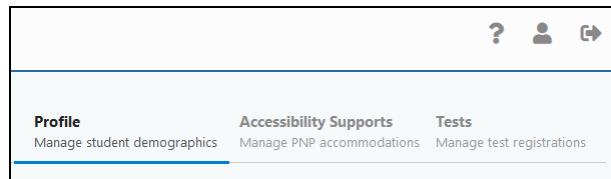
- **Profile**: Select this tab to view information about the student such as name, student state ID, and demographics such as Economic Disadvantage, 504 plan, and ethnicity.

- **Accessibility Supports**: Select this tab to assign or remove accommodations or not-tested-codes (NTCs) to the student. Refer to <u>Add accessibility supports to a student's profile</u> on page 15 for details.

- **Tests**: Select this tab to register the student to take a particular test, or make changes to existing registrations, such as updating the testing school or language. If your user permissions allow, you can also view results for any completed tests.
    - To update a test registration, refer to <u>Update test language</u> on page 16.
    - To view results for a completed test and your user permissions give you access to student results, select the **View Student Report** icon in the **Actions** column.

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

Update student profile information

> **Note**: Student profile data is synced daily with MAP. When making changes in Acacia, be sure the information is also updated in MAP to avoid data being overwritten. Not all data is synced to MAP. Refer to <u>Table 2: What data is synced from MAP Growth</u> on page 9.

Users with the District Assessment Contact, Data Administrator, or School Assessment Coordinator roles can update student profiles.

To update basic student information such as name, state ID, grade, demographics, or ethnicity, follow these steps:

1. Search for and view the student's profile. Refer to <u>Search for a student</u> on the previous page for detailed instructions.

2. The **Profile** tab should appear by default. If you are viewing a different tab, select **Profile** in the upper right.

3. Update the information as necessary by editing the fields or selecting the correct information from the drop-down lists.

4. Select **Save Updates** to save your changes.
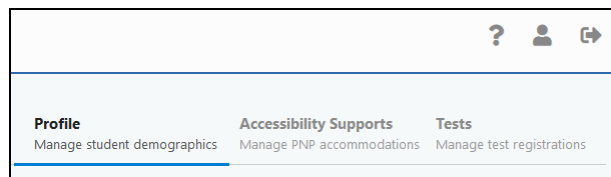
Add accessibility supports to a student's profile

> **Note**: When assigning the paper/pencil and large print accommodations, allow 2 business days for NWEA to provide a secure link to download the test materials.

You can set up accessibility supports (accommodations) or not-tested codes (NTCs) for individual students via the user interface at any time after students are registered for testing. Some may even be changed during student testing. Note that demographic data such as IEP, 504, or EL status are not automatically synced into Acacia, so accommodations must be added to student registration. The instructions in this section help you add accommodations manually to individual student registrations; to add accommodations in bulk, refer to

> **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 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.
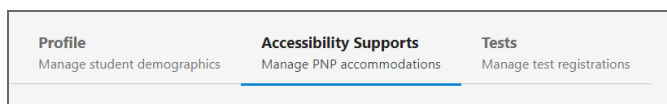
Register a student manually

Students must be registered for a test in order to participate in NSCAS Growth assessments. Test registrations assign a test to a student and specify the testing school, accessibility supports, and language.

To register a student for a test:

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 **Add Test Registration**. The **Create New Test Enrollment** section appears.
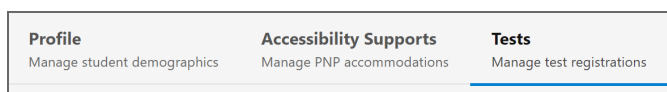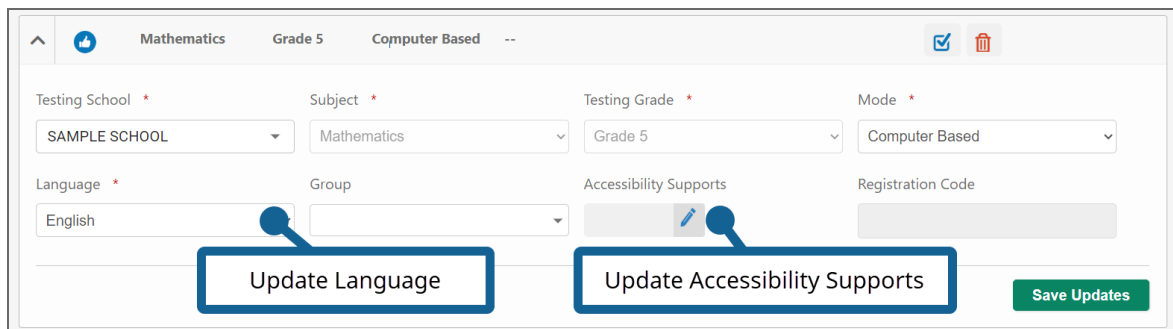
5. Complete the fields. Required fields are marked with an asterisk (*).

6. If the student is testing at an external program, update the **Testing School** menu to the external program.

7. To change the test language to Spanish, update the **Language** menu.

8. Any accessibility supports appear in the **Accessibility Supports** field. To adjust accommodations for this specific registration, select the View & Edit icon ✎ in the **Accessibility Supports** field.

9. Select **Save Test Registration**. A confirmation window appears and the list of registrations for this student is updated.

Update test language

To update the language for a student's test registration:

1. Search for and view the student's profile. Refer to <u>Search for a student</u> on page 13 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. Set the **Language** menu to the correct language.

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

7. Optionally, to add an external program, set the **Testing School** menu to the correct option. For more information on setting external programs, refer to <u>Add students to external programs</u> on page 17.

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

Add students to external programs

Resident districts are responsible for updating student registrations for students who are testing at an external program.

1. Search for the student in Acacia. Refer to [Search for a student](#) on page 13.

2. If the student is not in Acacia:

   a. Check whether the student is rostered to their reporting (resident) district in MAP Growth (also known as the Comprehensive Assessment Platform or CAP).

   b. If the student is correctly rostered, this roster data will sync to Acacia overnight. If you need to test the student sooner, add the student manually in Acacia. Refer to [Add a new student](#) on page 13.

   c. If the student is rostered to the Nebraska External Programs district in MAP Growth, add the student manually in Acacia. Refer to [Add a new student](#) on page 13.

3. In Acacia, view the student's profile and confirm that the school listed under the **Profile** tab is the student's correct reporting (or resident) school and update it if necessary. Refer to [Update student profile information](#) on page 14.

   - If the student is in the wrong district in Acacia, refer to [Transfer a student between districts](#) on page 20.

4. Switch to the **Tests** tab.

5. Select the correct test administration then choose **View Registrations**.

6. If there are no registrations, add the test registrations manually. When adding the registration, set the **Testing School** to the external program. Refer to [Register a student manually](#) on page 15.

7. If there are registrations already:

   a. Use the arrow next to the registration to expand it.

   b. Set the **Testing School** field to the external program.

   c. Make any other adjustments such as language or accessibility supports as needed.

   d. Repeat as needed for any other registrations.

8. Select **Save Updates**. The student is now registered to test at the external program.

Assign not tested codes

For any students who are not tested, a not tested code (NTC) must be assigned to their registration. NTCs can be assigned manually, either in the student's profile or a testing group, or via an import file. NTCs must be applied before the end of the test administration window.

> **Note**: For the fall and winter test administrations, NTCs are optional but highly encouraged for historical purposes. NTCs are required for the spring administration.

The available NTCs are listed in below.

## Table 4: Descriptions of Available NTCs

Code	Description	Explanation of use
ALT	Alternate Assessment	Student took the NSCAS Alternate Assessment and is not included in results from this testing vendor. Excluded from reporting.
EMW	Emergency Medical Waiver	Student was not tested because of a medical emergency. NDE-approved waiver required.
EXP	Exempt	Student exempt from testing due to certain circumstances, such as student requiring an unprovided accommodation, or student is attending an out-of-state facility. Excluded from reporting. Requires NDE approval.
FTE	Full-Time Equivalency	Full-time equivalency is less than 51% so the student is excluded from testing. Excluded from reporting. ADVISER FTE data must support coding.
INV	Invalid	Student's assessment was invalided due to circumstances such as a testing irregularity or security breach. Student receives the lowest scale score for that grade and content area. Requires NDE approval.
LBW	Left Before Window	Student withdrew from the district or school before the test window began. Excluded from reporting. ADVISER enrollment data must support coding.
NCE	Not Currently Enrolled	Student started or withdrew enrollment in the district or school during the testing window.
OTH	Other	Student was not tested for reasons not covered by other descriptions. For example, occurrence of a natural disaster. Requires NDE approval.
PAR	Parent Refusal	Student was not tested because of a formal request from parent or guardian. District should have written documentation on file from the parent at the district. Student receives the lowest scale score for that grade and content area.
STR	Student Refusal	Student was not tested due to student refusal to start or participate in testing. Student receives the lowest scale score for that grade and content area.
UTT	Unable to Test	District was unable to test the student during the testing window due to excessive absences, suspension, or expulsion. Student receives the lowest scale score for that grade and content area.

Assigning NTCs in the student profile

To add NTCs:

1. Search for and view the student profile. Refer to [Search for a student](#) on page 13 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. Locate the **Test Administration Test Attributes** section at the bottom and select the NTC from the drop-down lists for the appropriate test.

5. Select **Save Updates**. A confirmation window appears.
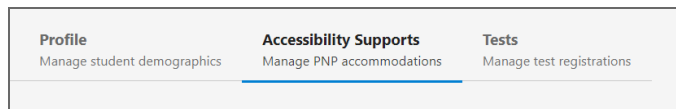
Assigning NTCs in the online test session

To assign an NTC to a student in the online test session:

1. In the main menu, go to **Online Testing** > **Manage** and find the test session. Refer to the *NSCAS Growth Assessment Coordinator Guide* for detailed instructions.

2. Locate the student you want to assign an NTC to and select the **Test Attributes** icon in the **Actions** column.

3. The **Update Test Attributes** window appears. Select the NTC from the NTC drop-down list. You may need to scroll past the lists of accommodations.

4. Select **Update Selected Supports** to apply the NTC.

Assigning NTCs via file upload

This method is useful if you need to assign NTCs in bulk.

Refer to [Upload student test registrations](#) on page 11 for instructions. When uploading the student registration file, add the desired NTC to the **Reason Not Tested Code** field.

Transfer a student between districts

Transfer students in MAP

Since students are synced to NSCAS Growth from MAP, students must be removed from the previous district and added to the new district in MAP if the student transfers between districts. The following sections give steps for transferring a student based on whether you are the new (receiving) district or the student's previous district.

If the new district needs to test a student right away, students can also be transferred manually in the NSCAS Growth management system. Refer to [Transfer students manually](#) on the next page for instructions. Districts must still perform the transfer in MAP or the transfer will be overwritten.

New district

The district the student is transferring to should add the student in MAP. The NSCAS Growth management system syncs with MAP daily, and the student will appear in the new district the following day.

Students can be added individually or you can import an updated roster. If your district uses Clever to automate student rostering, add the student to your student information system and allow the student to sync to MAP via Clever.

Previous district

The district the student is transferring from delete the student from MAP or remove the current term from the student's record in MAP. The steps below will help you determine whether the student should be deleted or their term should be removed. If you are using Clever to automate student rostering, remove or unroster the student in your student information system and allow the change to sync to MAP via Clever.

> **Note**: If outgoing students do not have the current term removed from MAP, the student may be prevented from testing at the new district.

To delete the student or remove the student's current term in MAP:

1. Log in to MAP Growth at https://start.mapnwea.org.

2. Select **Manage Students** in the left navigation pane.

3. Search for the student.

4. In the search results, select the student to be transferred.

5. Select the **Delete** button to delete the student.

6. If the **Delete** button is not available, this means the student has taken tests in MAP under this record and the student cannot be deleted. Instead, you should remove the current term to prevent the student from syncing to Acacia. To remove the term:

   a. Select the **View/Update** button.

   b. Scroll to the **Terms** section and select the most recent term.

   c. Select **Remove Term**. Click **OK** to confirm.

      Note: Your changes are not saved yet. Continue with these steps to save your changes.

   d. Scroll to the bottom and select **Continue**.

   e. A summary screen appears. Select **Submit** to save your changes.

   f. A message appears confirming that the student profile has been updated successfully.

7. The student will be automatically removed from the NSCAS Growth management system during the daily sync with MAP.

Transfer students manually

Note: Student profile data is synced daily with MAP. When making changes in Acacia, be sure the information is also updated in MAP to avoid data being overwritten. Not all data is synced to MAP. Refer to Table 2: What data is synced from MAP Growth on page 9.

To transfer a student from your district to another district:

1. Search for the student. Refer to Search for a student on page 13 for detailed instructions.

2. In the search results, select the **Transfer Student** icon in the **Actions** column.

3. Select the new school from the **New Home School** drop-down list.

4. Select a reason from the **Transfer Reason** drop-down list.

5. Select **Transfer** to complete the transfer. You will be returned to the search results.

To transfer a student from another district to your district:

1. In the main menu, select **Students** > **Add**.

2. On the **Add Student** page, complete the fields in the **Student Information** and **Enrollment Information** sections. Required fields are marked with an asterisk (*).

3. Select **Add Student**. The platform will search for any students that match all of the provided personally-identifiable information.

4. If a match is found, select the option to edit the student. If no match is found, verify the student's information and try again.

5. Select the new school from the **New Home School** drop-down list.

6. Select a reason from the **Transfer Reason** drop-down list.

7. Select **Transfer** to complete the transfer. You will be returned to the search results.

Part 6—Manage student groups

Manage student groups in MAP

Student groups are automatically created based on classes in MAP. Updates to classes in MAP are synced to Acacia daily.

Classes can be created or modified in MAP via a roster import, or by manually editing instructor and student profiles.

Refer to Import students in MAP on page 9 for information on importing rosters. Refer to Fix Teacher Class Assignments and Fix Student Account Profile in the MAP Help Center for information on manually updating instructors and students.

Test Year 2024–2025