How to Access NWEA Spring Achievement Status and Growth Report and Save to SFS for Teacher Evaluation Purposes
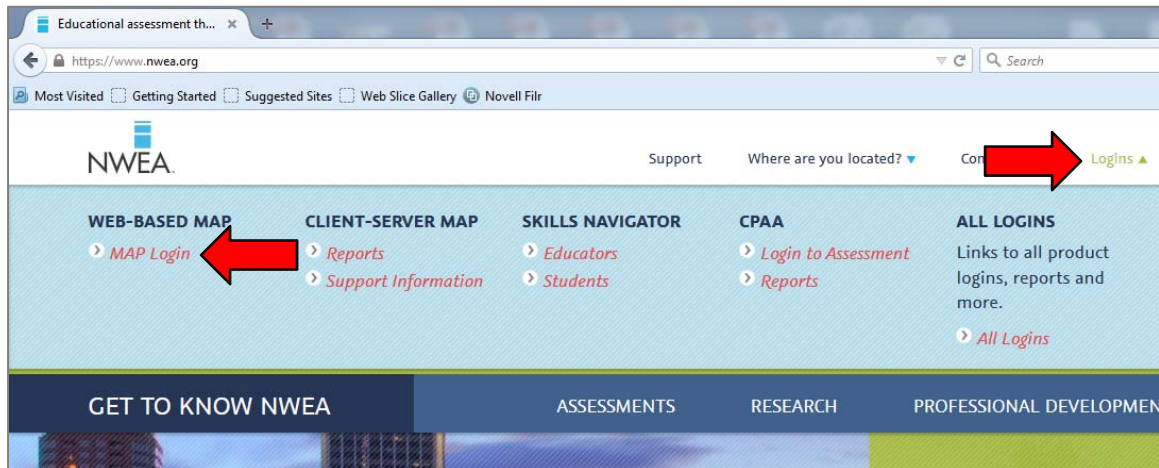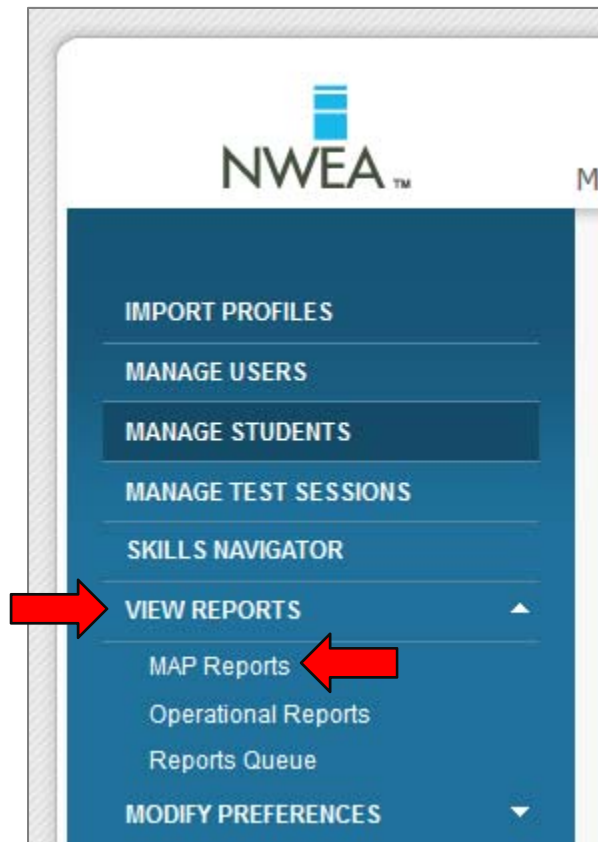
1. Go to **nwea.org**.

2. Click the **Logins** arrow in the upper right-hand corner of the page to access the login options.
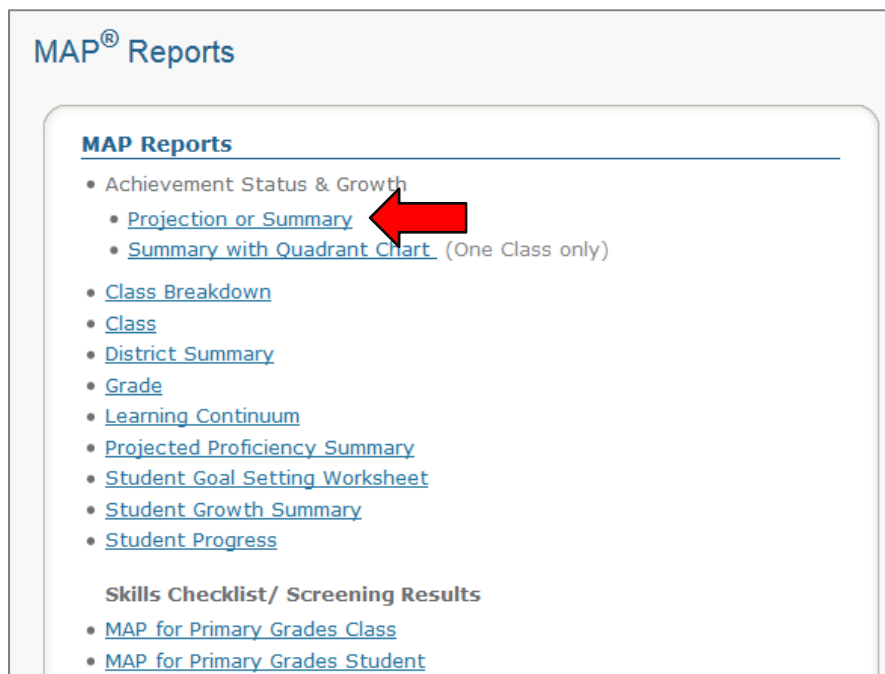
3. Select **MAP Login**.

4. Enter your user name and password in the respective boxes.

5. Select **VIEW REPORTS** from the list on the left.

6. Select **MAP Reports**.

7. Under Achievement Status & Growth, select **Projection or Summary**.

8. Select **Spring 2015-2016** from the Term Rostered drop-down menu.

9. Select **Spring 2015-2016** from the Term Tested drop-down menu.

10. Select school(s) if applicable.
    - K-5 Literacy Coach: Select all elementary schools.
    - K-5 Math Coach: Select all elementary schools.
    - K-5 Literacy Specialist: Select your elementary school.
    - K-5 Math Specialist: Select your elementary school.
    - 6-8 Literacy Coach: Select all middle schools.
    - 6-8 Math Coach: Select all middle schools.

11. Select **Next** at the bottom of the page.

12. Select teacher(s) if applicable.

- K-5 Literacy Coach: Select all teachers.

- K-5 Math Coach: Select all teachers.

- K-5 Literacy Specialist: Select all teachers.

- K-5 Math Specialist: Select all teachers.

- 6-8 Literacy Coach: Select all teachers.

- 6-8 Math Coach: Select all teachers.

13. Select **Next** at the bottom of the page.

14.   Select **Fall 2015 – Spring 2016 Growth Projection Report** from the Growth Comparison Period.

15.   Select **None** from the Optional Reporting list.

16.   Leave the Small Group Display box <u>unchecked</u>.

17.   Select **2015 Norms Data** from the Norms Reference Data list.

18.   Select the **Create PDF Report** button at the bottom of the screen.

19.   Select the document from the list. It may take a few minutes to generate depending on its size.

20. Scroll down to access the relevant data. The information will be populated upon Spring assessment completion.

21. Select the download icon in the upper right corner of the document.

22. Select **Open with Adobe Acrobat**.

23. Select **OK**.

24. Select **File**.

25. Select **Save As...**.

26. Enter the file name and save.
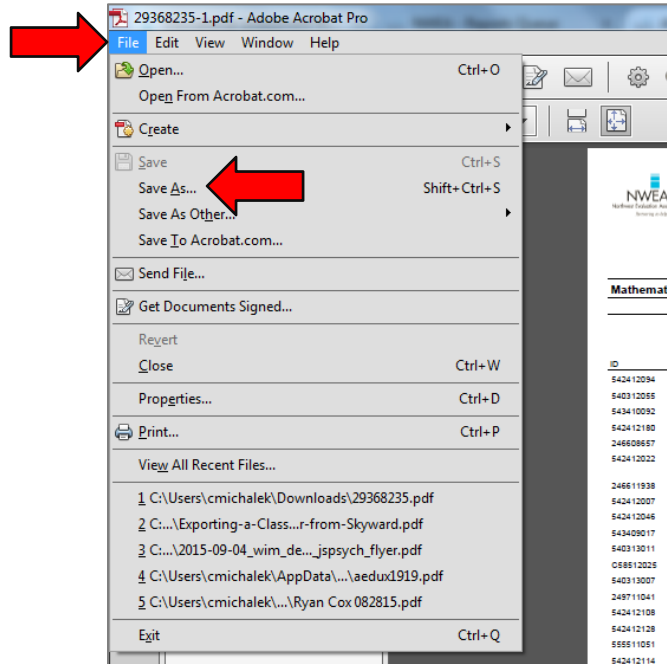
27. Go to **www.standardforsuccess.com/account-login**.

28. Enter login information. If you need help uploading to SFS, go to the **MSDWT Teacher Evaluation** website.