

Class Roster Files

Is your MAP CRF A-OK?

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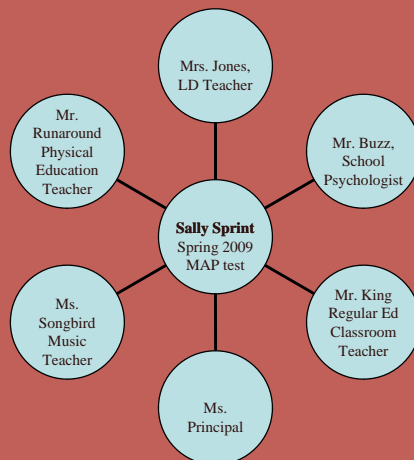
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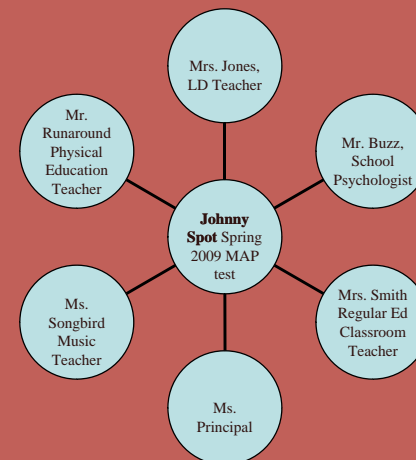
CRF

- CRF = Class Roster File = The information about each individual student and their associated teacher and class.
- How you set up your data **two weeks** before testing begins is how it will come out of the Reports site.
- One student takes one test, but multiple teachers can see that students' results.

Sally, for example ...



Then Johnny...



So, for the End-of-Term Reports:

■ Mr. Runaround:

■ Grade 3:

- Johnny Spot
- Bobby Brooks
- Sierra Nevada

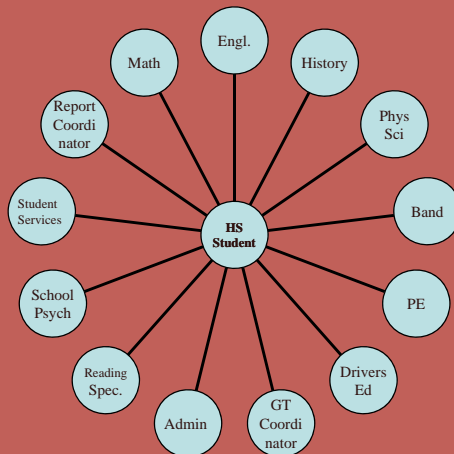
■ Grade 4:

- Sally Sprint
- Maxwell Hammer
- Randy Apple

■ Mr. Runaround has multiple reports, separated by grade level.

■ Mr. King, the regular education teacher only has one report for his whole class.

High School Student



■ Each of those teachers have access to that students' test results.

■ They will also be able to see past test results.

■ They see all testing events during the term, not just Math if they teach Math.

Mr. Heilman, Algebra 65316-2

Teacher Report - Mathematics Spring 2008

School: Baraboo High School (Baraboo School District)
 Class: 900100500 Heilman Algebra2 653162
 Teacher: Heilman, Timothy
 Test: Math Survey w/ Goals 6+ WI V2

Student ID Name	Grd	Test Type	Test Date	RIT	Std Err	RIT Range	%ile	%ile Range	Procs & Number	Geometry	Measurement	Statistics & Probability	Algebraic Relationships
100103040	9	S/G	Apr 29	233	2.9	230-236	37	31-43	227-240	225-238	216-230	226-242	234-248
100090220	9	S/G	Apr 29	236	2.9	233-239	43	37-50	233-246	229-242	228-242	224-237	231-245
100098312	9	S/G	Apr 29	240	3.0	237-243	52	45-59	228-240	234-238	233-241	236-250	246-262
100099117	9	S/G	Apr 29	241	3.0	238-244	54	47-61	223-238	229-242	232-245	244-260	242-256

Teacher Report - Reading Spring 2008

School: Baraboo High School (Baraboo School District)
 Class: 900100500 Heilman Algebra2 653162
 Teacher: Heilman, Timothy
 Test: Reading Survey w/ Goals 6+ WI V2

Student ID Name	Grd	Test Type	Test Date	RIT	Std Err	RIT Range	%ile	%ile Range	Lexile Range	Word Meaning / Context	Understand Text	Analyze Text	Evaluate & Extend Text
100098220	9	S/G	Apr 29	201	3.4	198-204	7	6-10	528-678	191-205	192-206	200-214	195-209
100103040	9	S/G	Apr 29	222	3.3	219-225	40	32-50	895-1045	201-217	225-240	213-227	218-231
100098310	9	S/G	Apr 29	227	3.4	224-230	55	43-64	884-1134	220-234	220-234	220-233	220-234

Dr. Robkin, Art Fund. 20236-1

Teacher Report - Mathematics Spring 2008

School: Baraboo High School (Baraboo School District)
 Class: 900100102 Robkin ArtFund2 202361
 Teacher: Robkin, Rochelle
 Test: Math Survey w/ Goals 6+ WI V2

Student ID Name	Grd	Test Type	Test Date	RIT	Std Err	RIT Range	%ile	%ile Range	Procs & Number	Geometry	Measurement	Statistics & Probability	Algebraic Relationships
100099070	9	S/G	Apr 28	214	3.0	211-217	11	8-14	207-221	205-221	212-220	204-217	206-220
100098500	9	S/G	May 1	218	3.2	215-221	15	12-18	213-228	204-218	211-225	208-223	217-232
100100256	9	S/G	Apr 29	218	3.0	215-221	15	12-18	204-219	197-214	213-228	223-237	216-228
100099509	9	S/G	May 1	220	3.0	217-223	17	14-21	206-222	212-225	207-221	220-235	217-230
100099312	9	S/G	Apr 29	221	3.3	218-224	18	15-22	220-236	220-235	212-227	206-221	210-225
100101149	9	S/G	Apr 29	222	3.1	219-225	19	16-23	205-222	211-225	220-234	214-229	219-233
100099530	9	S/G	May 1	237	2.9	234-240	45	39-52	229-242	238-252	225-239	233-246	228-240
100098595	9	S/G	May 1	238	2.9	235-241	47	41-54	236-254	221-236	239-253	223-237	231-244
100097839	9	S/G	Apr 29	240	2.9	243-249	60	59-73	225-242	241-255	247-261	238-249	244-257
100098462	9	S/G	May 1	243	3.1	239-250	62	75-87	239-242	238-240	256-270	256-271	254-267
100097175	9	S/G	May 1	265	3.0	262-268	96	94-98	254-268	274-295	266-280	247-261	252-265
100106033	9	S/G	Apr 24	266	3.0	263-269	97	95-98	259-272	237-255	270-287	258-271	266-281

Teacher Report - Reading Spring 2008

School: Baraboo High School (Baraboo School District)
 Class: 900100102 Robkin ArtFund2 202361
 Teacher: Robkin, Rochelle
 Test: Reading Survey w/ Goals 6+ WI V2

Student ID Name	Grd	Test Type	Test Date	RIT	Std Err	RIT Range	%ile	%ile Range	Lexile Range	Word Meaning / Context	Understand Text	Analyze Text	Evaluate & Extend Text
100099500	9	S/G	May 1	204	3.3	201-207	9	7-12	675-725	200-213	193-206	205-210	192-205
100098312	9	S/G	Apr 29	211	3.2	208-214	16	12-21	694-844	178-200	211-225	208-221	206-222
100099070	9	S/G	Apr 28	210	3.5	213-220	27	19-34	745-945	206-222	204-218	205-217	222-236
100100256	9	S/G	Apr 29	219	3.3	216-222	32	25-40	845-995	217-231	205-219	213-228	214-227
100098482	9	S/G	May 1	220	3.3	217-223	34	27-43	894-1014	217-231	213-226	203-217	219-234
100101149	9	S/G	Apr 29	223	3.3	220-228	43	34-51	917-1087	219-233	203-219	218-231	223-236
100098595	9	S/G	May 1	224	3.4	221-227	45	37-58	941-1091	215-229	220-233	220-234	216-229
100099509	9	S/G	May 1	224	3.4	221-227	45	37-55	931-1081	213-226	226-240	214-227	217-230
100099530	9	S/G	May 1	225	3.3	222-228	50	37-58	945-1095	219-232	218-231	215-229	221-235
100097175	9	S/G	May 1	233	3.3	230-239	74	64-82	1092-1242	238-241	239-255	214-230	223-235
100097839	9	S/G	Apr 29	234	3.3	231-237	77	68-85	1114-1264	225-238	234-249	224-237	226-239
100106033	9	S/G	Apr 22	245	3.4	242-248	96	93-98	1316-1466	247-263	236-250	238-251	232-246

Communication

- Communication with your CRF Coordinator is Critical
- CRF Coordinator tries to anticipate how you want your staff or your administrative team to see the results.
- They are not mind readers!!

Communication. . . continued

- How will you/your school use the data from the tests?
- Who will use the Data?
- How should that data be arranged for the most logical use?
- Administrator help is needed to anticipate the users.

Too Much Information?

- It is much better to have too much information and too many options than too few.
- Potential Roster Issues caused by Not Enough Information:
 - Not all students are rostered
 - Not all teachers have a “class”

Not All Students Rostered

- Yes, you can add students after a roster is submitted by using the Test Administrator Application or TAA. Usually your CRF coordinator and/or your tech coordinator has this right.
- But. . . Be careful. If the student had previous test data, that data is not automatically pulled together.
- Data Repair Request or DRR is necessary to correct the problem.

Not all teachers have a “class”

- If you add students through TAA, the correct teacher and class may not be listed. You must assign students to at least one teacher, so sometimes a teacher will end up with additional students.
- One way to correct this before the CRF is submitted is to have a “pretend” class for those students. . . Use the name of the school psychologist or a reading teacher, etc.

Another Headache. . .

- Only teachers with classes will receive passwords to view the data at the end of testing. If they do not have a class, you can assign them a school-wide password, such as you would for a principal or a counselor. The question is how much information do you want that person to have access to?

Download CRF Template

- Each testing season, download a new CRF Template.
- Check to see which fields you will need to retrieve from your student data management system.
- Set up a download from the SDMS

Class Roster File (CRF) Template

... MAP Coordinator Technical Coordinator Proctor School Administrator

Teacher Class Roster File (CRF) Template. ...

www.nwea.org/support/details.aspx?content=923 - 15k

Tips for Successful Class Roster File (CRF) Creation

Submit your CRF and SPF two weeks (14 days) prior to the Testing Window Start Date (Column D). Paper-pencil clients should submit the CRF and SPF two weeks prior to pre-printing of answer sheets. Upload your CRF via the Reports Site (<https://reports.nwea.org>) using the *Upload Roster* link. On the Upload Roster page include contact information for the person who will be available to answer questions about your CRF and SPF as it is being processed.

Class Roster File Template

- The first row in each column is the column header and indicates the data needed.
- Your CRF must contain all 25 columns (A - Y) in this specific order.
- Click the link in each column to view a field description.
- The columns in yellow indicate required fields.
- The column in green indicates a required field for paper-pencil students only.

To create a Class Roster File based on this template:

- Copy this worksheet to a blank workbook.
 - Click **Edit > Move or Copy Sheet**.
 - In the **Move or Copy** dialog box, select (**new book**) from the drop-down list.
 - Check the **Create a copy** check box.
 - Click **OK**.
- Delete the rows containing the sample data, links to field descriptions, and these instructions (rows 2 - 34).
- Replace the sample data with student data from your district. The columns in yellow indicate required fields. The columns in green indicate required fields for paper-pencil students only.

Student Grade ▼	A Student Grade						
	A	B	C	D	E	F	G
1	Term Name ▼	Beginning Instructional Date ▼	Total Number Of Instructional Days ▼	Testing Window Start Date ▼	Testing Window End Date ▼	School Name ▼	School Number ▼
2	Click here for field description	Click here for field description	Click here for field description	Click here for field description	Click here for field description	Click here for field description	Click here for field description
3	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87
4	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87
5	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87
6	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87
7	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
8	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
9	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
10	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
11	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
12	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Middle	88
13	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87
14	Spring 2009	9/5/2008	180	3/12/2009	4/6/2009	Bogusville Elementary	87

Student Data Management

- Student name, number, birth date, gender, grade.
- Teacher name, number, location (unique number for multiple locations)
- Class name, number, section—some numbers may need to be combined in the spreadsheet.
- Necessary information can be downloaded from your SDMS and placed in NWEA's spreadsheet.

- 🌱 All Elementary students rostered once with their homeroom/classroom teacher
- 🌱 Special Education, English Language Learners, Title I, Reading Specialists' caseload are rostered separately
- 🌱 Currently we do not roster for Music/Art/PE, but we could.

[illegible]

- ✿ Roster each student with each teacher for each hour of their day.
- ✿ Eliminate Study Hall, Sports, Clubs
- ✿ Roster Special Education, ELL, any other group separately.
- ✿ School Counselors sometimes want information for planning sessions with students.

[illegible]

During Testing Window

- Monitor classes for duplicate tests.
- Determine most accurate result
 - Only one test per season is “kept”
 - NWEA computers decide which score is more valid, based on Standard Deviation
 - Not determined by higher score or date of test
- Submit Data Repair Request DRR if necessary.

Data Repair Requests

- Change Grade
- Change School
- Change Student
- Change Test Duration
- Change Test Event Date
- Duplicate Student
- Delete Test Event
 - SUBMIT AS THEY HAPPEN OR IN A GROUP BY SCHOOL. UPLOAD FILES NWEA.ORG.



Delete Test Event

This Data Repair Request (DRR) will remove the test (s) from all report detail and modify all summary calculations.

Instructions for secure site DRR submission:

STEP 1: Fill in the table below with information for up to 10 tests. If you are requesting more than 10 tests be repaired, mark the check box below and submit the information on a separate spreadsheet along with this DRR cover letter. See Steps 2 and 3 below for submission instructions.

☐ My Data Repair Request is for more than 10 tests. I am submitting a separate spreadsheet with the request information, along with this DRR coversheet.

- OR -

☒ Repair the following tests:

	Student Name	Student ID	Name of Test	Test Date or RIT Score* <small>*Provide enough information for NWEA to determine which test(s) to delete</small>
1	Joseph Gunnell	100102423	Math Survey with Goals 2-5	203
2	Brody Halverson	100102455	Math Survey with Goals 2-5	206
3				
4				
5				
6				
7				

After Test Window Closes: Distribution

- Elementary Teachers print and distribute their own reports, usually at Parent/Teacher Conferences.
- Middle School and High School reports are mailed, often with report cards or progress reports.

Mathematics

Season/ Year	Grade	Student Score Range	Dist. Avg RIT	Norm Group Avg.	Student Growth	Typical Growth	Student %ile Range
S09	9	257-260-263	240	234	2	2	92-94-96
F08	9	255-258-261	237	232			92-95-97
S08	8	259-262-265	237	233	9	3	94-96-97
F07	8	250-253-256	231	229			91-95-97
S07	7	233-236-239	230	226	2	6	59-66-72
F06	7	231-234-237	225	224			67-74-81

Reading

Season/ Year	Grade	Student Score Range	Dist. Avg RIT	Norm Group Avg.	Student Growth	Typical Growth	Student %ile Range
S09	9	239-242-245	226	223	-1	2	87-94-97
F08	9	240-243-247	225	221			92-97-98
S08	8	228-231-234	223	221	-1	2	65-74-85
F07	8	229-232-235	219	219			75-85-91
S07	7	232-235-238	220	218	5	2	82-90-94
F06	7	227-230-233	217	215			81-88-94

Mathematics Goals Performance - Spring 2009

Process & Number
Geometry
Measurement
Statistics & Probability
Algebraic Relationships

High
High
High
High
High

Reading Goals Performance - Spring 2009

Word Meaning / Context
Understand Text
Analyze Text
Evaluate & Extend Text

High
High
High
High

Lexile Range: 1250-1400

Tricks that help with distribution

- Because of the way MS/HS is rostered by teacher (multiple), to obtain just one copy of each report for parents, I roster all students in one grade level to one person (generally myself). It's also easier to find one student if you don't know which class they are in.

User Names/Passwords

- Only staff included in the CRF will get a user name and password for the current testing season. These user names and passwords may **change** with each testing season.
- MAP coordinators may create school-level user names for Principals, School Counselors, School Psychologists or others who need access to all students in a particular school. These user names and passwords **do not change** with each testing season.

Questions?