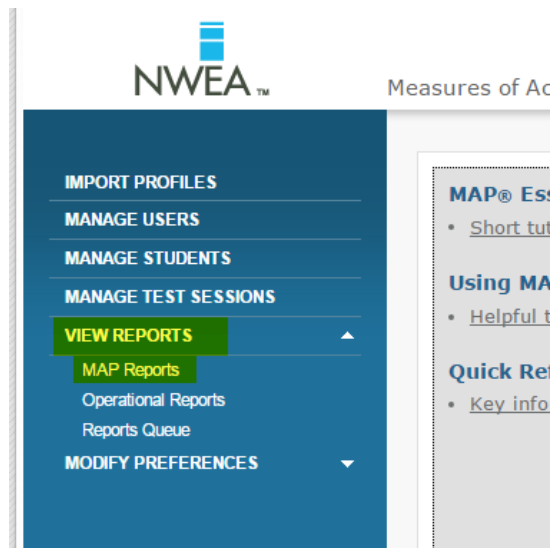


Setting and Downloading the Combined Data File

**Please note that only people with the assigned role of System Administrator or Assessment Coordinator in the MAP Admin site will have access to the Data Export Scheduler.*

1. Login to MAP Admin site by going to <https://teach.mapnwea.org>
2. Use your NWEA credentials to login to the MAP Admin site homepage. (If you do not know your login credentials please call NWEA Partner Support at 877-469-3287).
3. On the left navigation click on “View Reports”
4. Click on “MAP Reports”



5. On the right side of the screen click on “Data Export Scheduler”

[breakdown](#)

[Summary](#)

[breakdown](#)

[Continuum](#)

[d Proficiency Summary](#)

[Goal Setting Worksheet](#)

[Growth Summary](#)

[Progress](#)

hecklist/ Screening Results

[Primary Grades Class](#)

[Primary Grades Student](#)

Reports

and DCTD. Available until June 2016. replaced by Learning

Reports Queue


Reports Queued	0
Reports Ready	0
Reports Due to Expire	0

[View Full Reports Queue](#)

Data Export Scheduler

[Data Export Scheduler](#)

Last updated on 12/22/15 10:00 AM

Data Export Ready  [Download](#) (6 MB)



6. Set the Data Export Scheduler to “Enable”
7. Set the Frequency to “One Time”
8. Set the Term to the test term of choice
9. Set the Export Type to “Combined Data File”

Data Export Scheduler

Disable
 Enable

* Required

Frequency *

One Time
 Daily
 Weekly Monday ▾

Term *

Winter 2015-2016 ▾

Export Type *

<input type="radio"/> Comprehensive Data File	Contents include two CSV files with student info by school and assessment results, and two optional CSV files with student class assignments and student program participation. These files are created per user.
<input checked="" type="radio"/> Combined Data File	Contents include student info by school and assessment results combined in a single CSV file. This file is created per user.
<input type="radio"/> CompassLearning XML File	Contents include one XML file with student test data for each school selected, formatted for input into the CompassLearning Odyssey system. When enabled, this file is transferred automatically to you as well as stored online for download. CompassLearning XML file is created per district - any new schedule requested will override an existing request.

10. Under Contents set the Aggregation to “By School”
11. Set the Norms Reference Data to “2015 Norms Data”


Contents

- Aggregation**
- By School
 By District
- Norms Reference Data**
- 2015 Norms Data
 2011 Norms Data

12. Choose your school’s name from the list.
13. Click “Save”
14. Allow 24hrs for the file to process.
15. Repeat steps 1-5 above

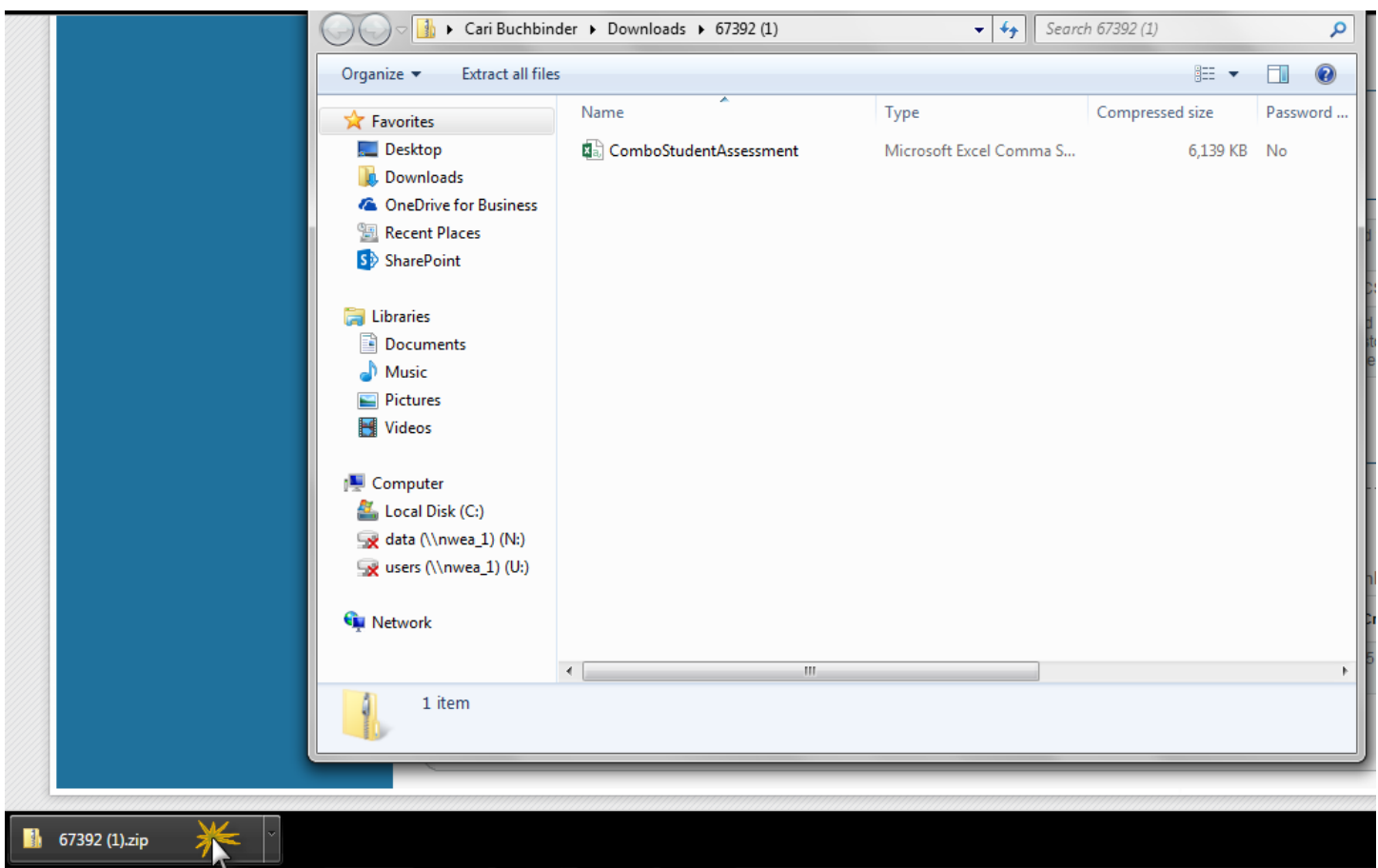
16. Scroll down to the bottom of the screen and click “Download” to download the file

Data export files are completed within 24 hours. Only the most current data export is available for download.

Term	Contents	Export Created	Status
Winter 2015-2016	Combined Student and Assessment Results: Norms Reference Data 2015	12/22/15 10:00 AM	 Download (6 MB)

17. The download may take a few minutes

18. Click on the download once it is complete



19. Open the file and save it to your computer