

SQL Reports User Guide NWEA Class Roster File (CRF)

Release Notes:

Release Date: 4/15/2010

Revision 1 - 6/26/2007: changed UserCalendar and CalcInstDays to join on .endYear because yearID was removed by Campus

Revision 2 - 3/10/2008: CAST(e.grade AS INTEGER) grade modified to include grade 'K' as '13 and grade 'E' as (pre-k) as '14' and strip leading zeros.

Revision 3 - 4/7/2010: teachers with name changes were showing up with both last names - used currentIdentityID = identityID to fix

Revision 4 - 4/15/2010: set default Student ID to use the MARSS Number

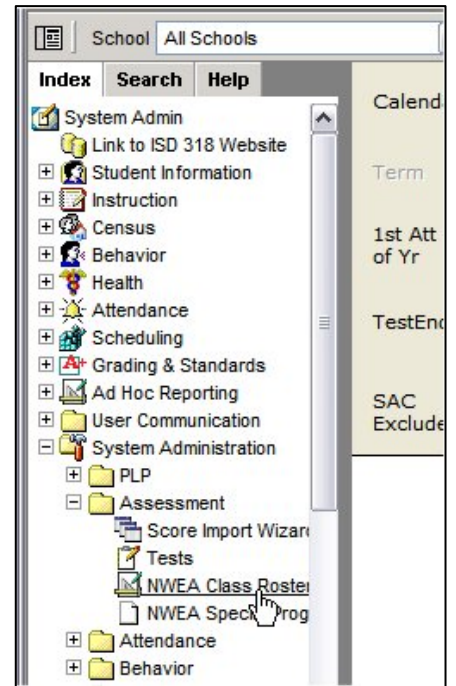
*****Important:** Revised reports are deployed by request from the district.
If you suspect that you're not running the current version please contact:
campus_support@arcc.org

Description

SQL Report that extracts data needed to build the NWEA Class Roster File (NWEA CRF). The reports are extracted to external files, by building, where they must then be combined into a single file that is submitted to NWEA for MAP Testing.

Instructions

Navigate To The Report: This report is found in the Campus Index at: System Administration>Assessment>NWEA Class Roster File. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



Enter Your Logon Information:

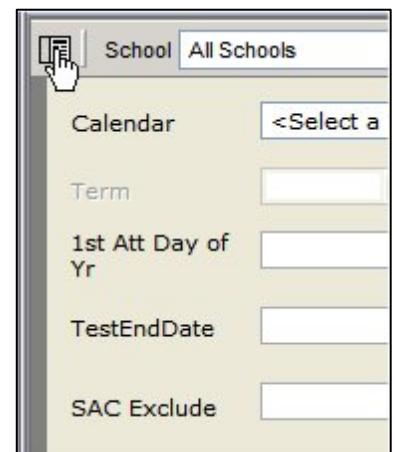
User Login: rs2005\stu####
(where #### is your 4-digit district number)

Password: use your ODBC reports password.
If you don't know the password, contact your district rep for Infinite Campus.



Report Selection Criteria

Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



Calendar/School: Select the desired *Calendar Name* for this portion of your NWEA CRF.

Bldg Schedule: Select a *Schedule* for the desired school *building* within the calendar previously chosen.

Current Scheduling Term: Select an appropriate *Scheduling Term* for your school building.

Grade(s): This is a multiple selection list - select as many grades as desired.

Roster(s): This is a multiple selection list so you can select as many rosters as necessary. Each line item consists of... course name, course number, section number, period, days and term. That's why you'll see a horizontal scroll bar on the drop list. Make sure that you select rosters from the appropriate term!

NWEA Testing Term: Select an appropriate date range from this drop-down list. The range you select will create a word: Fall, Winter, Spring or Summer in column 1 of your report/file. This is an NWEA file requirement.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	<Select a Value>	
1st Att Day of Yr		MAP Start Date	8/15 - 11/30 12/1 - 2/28 3/1 - 6/16 6/17 - 8/14	
MAP End Date				

First Attendance Day for Sch Yr: Either type in the *First Attendance Day for Sch Yr*, or click the calendar icon and select the first attendance day.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date		
MAP End Date				

September, 2010						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11

MAP Start Date: Either type in the test window start date, or click the calendar icon and select the test window start date.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date	11/3/2010	
MAP End Date				

November, 2010						
S	M	T	W	T	F	S
31	1	2	3	4	5	6

MAP End Date: Either type in the test window end date, or click the calendar icon and select the test window end date.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date	11/15/2010	
MAP End Date	11/30/2010			

November, 2010						
S	M	T	W	T	F	S
31	1	2	3	4	5	6


View Report: Click this button to generate the report.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date	11/15/2010	
MAP End Date	11/30/2010			

You should see a message indicating that the report is being generated...

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date	11/15/2010	
MAP End Date	11/30/2010			

100% Find | Next Select a format Export


Report is being generated

Your report will look similar to the illustration, below.

Calendar	10-11 William Kelley Elementar - William Kelley Elementary School	Schedule	Main	View Report
Term	Q1	Grade	KA, 01	
Roster	McMillen, Andrea - 050-1 - KA	NWEA Testing Term	8/15 - 11/30	
1st Att Day of Yr	9/7/2010	MAP Start Date	11/15/2010	
MAP End Date	11/30/2010			

1 of 2 100% Find | Next Select a format Export

MWEA Term	First Day of Instr	Inst Days	Start Test Date	End Test Date	School Name	Sch Num	Prev Teacher ID	Teacher ID
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540

****TIP**** You can view more of your screen report by clicking the double chevrons located at the extreme right on the report control panel.

EXPORT DATA FROM THE REPORT:

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so **select 'Excel' from the drop list.**

The screenshot shows the top portion of the application interface. On the left, there are several filter fields: Calendar (10-11 William Kelley Elementar - William Kelley Elementary School), Term (Q1), Roster (McMillen, Andrea - 050-1 - KA), 1st Att Day of Yr (9/7/2010), and MAP End Date (11/30/2010). On the right, there are more filter fields: Schedule (Main), Grade (KA, 01), NWEA Testing Term (8/15 - 11/30), and MAP Start Date (11/15/2010). A 'View Report' button is located in the top right corner. Below the filters is a navigation bar with '1 of 2' pages, a search box, and an 'Export' button. A dropdown menu is open over the 'Export' button, listing several file formats: XML file with report data, CSV (comma delimited), TIFF file, Acrobat (PDF) file, Web archive, and **Excel** (which is highlighted by the mouse cursor).

MWEA Term	First Day of Instr	Inst Days	Start Test Date	End Test Date	School Name	Sch Num	Prev Teacher ID	Teacher ID
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540
Fall	09/07/2010	144	11/15/2010	11/30/2010	William Kelley Elementary School	030		3540

If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

Export: Click on 'Export'

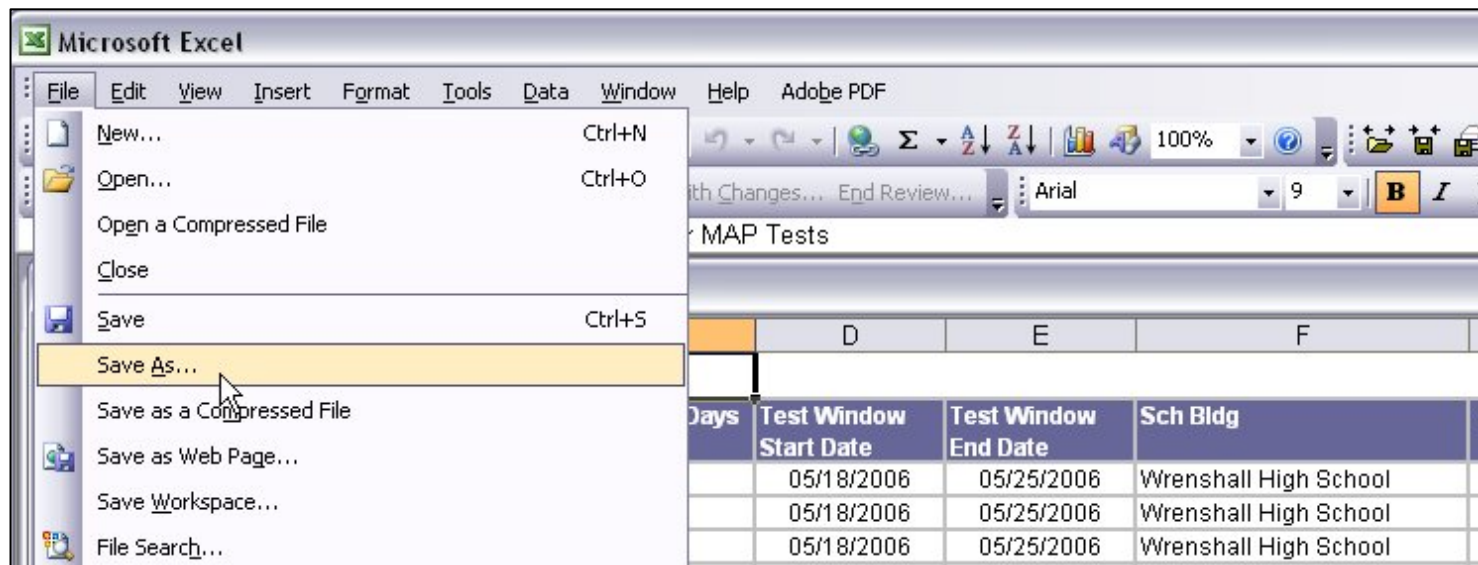
This screenshot is similar to the previous one, but the 'Export' dropdown menu is now closed, and the word 'Excel' is visible in the dropdown area. The 'Export' button in the navigation bar is now highlighted with a mouse cursor, indicating it is the next step to click.

If everything is working right, a new browser window will offer you an option to Open, Save or Cancel operations on the new Excel worksheet.

Select 'Save' from the popup window. The file should save as a Microsoft Excel worksheet to your specified destination.

The screenshot shows a standard Windows 'File Download' dialog box. The title bar reads 'File Download'. The main text asks 'Do you want to open or save this file?'. Below this, there is an icon of an Excel file and the following information: Name: NWEA Class Roster File.xls, Type: Microsoft Excel Worksheet, and From: reports.arcc.org. At the bottom, there are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button is highlighted with a mouse cursor. At the very bottom of the dialog, there is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

After opening the file in Excel, click on 'File', Select 'Save As': Be sure to give each building file a UNIQUE name!



Repeat the report process for each building that will be included in the NWEA CRF. Open all files in Excel, copy and paste into one worksheet. Remove the extra column headings and save the merged data as a single file to submit to NWEA.

