

V2.0 Release Notes:

Release Date: 3/14/2007

1. It was reported that inactive student records were populating the Special Programs File (SPF), causing a lot of extra editing to be necessary. This revision filters out inactive students.
2. The 'Active Year' drop list was an unnecessary function since only students from the current school calendars are being assessed. The default setting now is to use ONLY current school calendars, so that report parameter has been removed.
3. A SAC EXCLUDE drop list has been added to the report parameters area so that the SPF records will more closely match output from the NWEA Class Roster File.

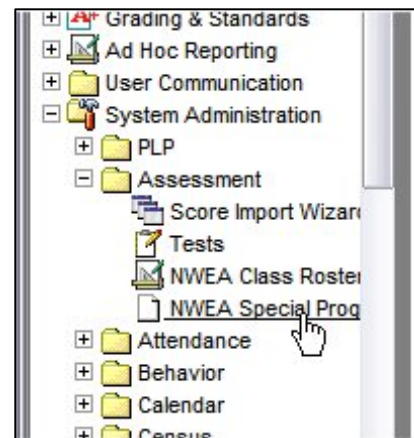
- - - End v2.0 Notes - - -

Description:

SQL Report that extracts data needed to build the **NWEA Special Programs File** (NWEA SPF). This report filters Special Programs on 3 criteria: Special Ed Status = '4', Title 1 = 'Y' and Economic Indicator >'0'. A student record will be generated whenever that criteria is matched in the enrollments table, so it is NORMAL to see multiple records for students. 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 can be 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.)



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.

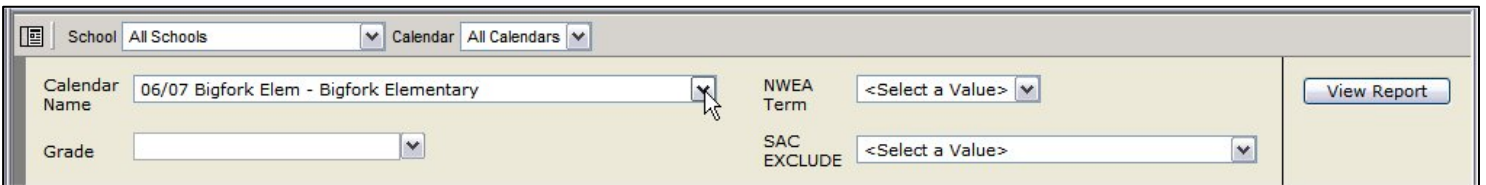


Report Selection Criteria

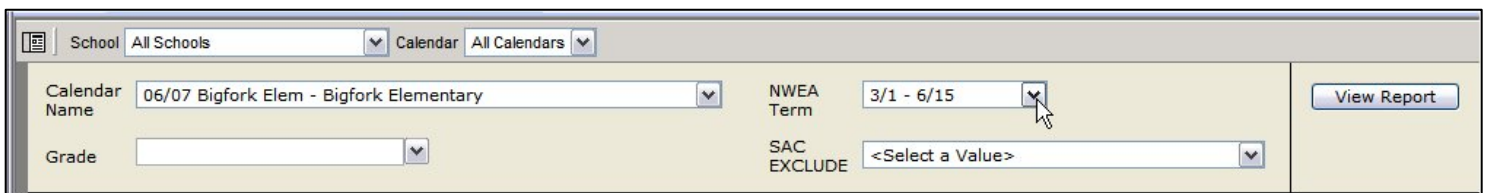
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



Calendar/School: Select the desired Calendar/School for this portion of your NWEA SPF.

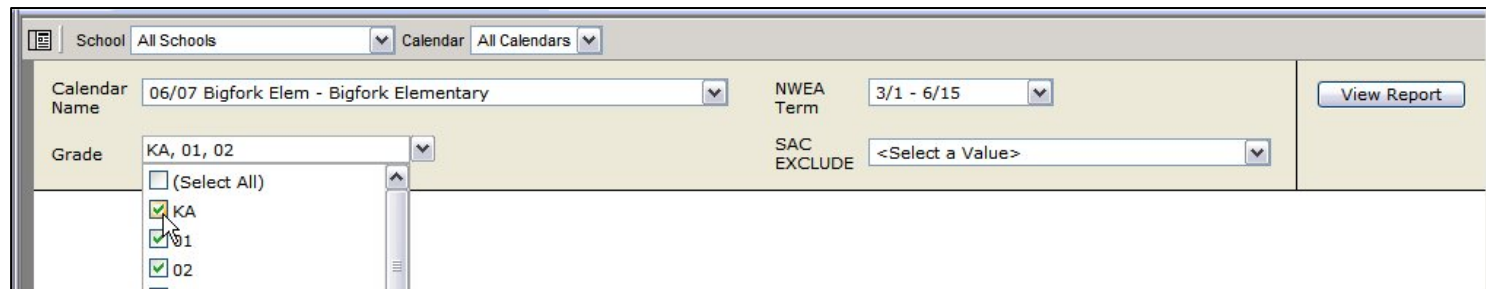


NWEA Testing Term: Select an appropriate date range from this drop-down list. The range you select will create a word: Fall, Winter, Spring or Summer in column 1 of your file. This is an NWEA file

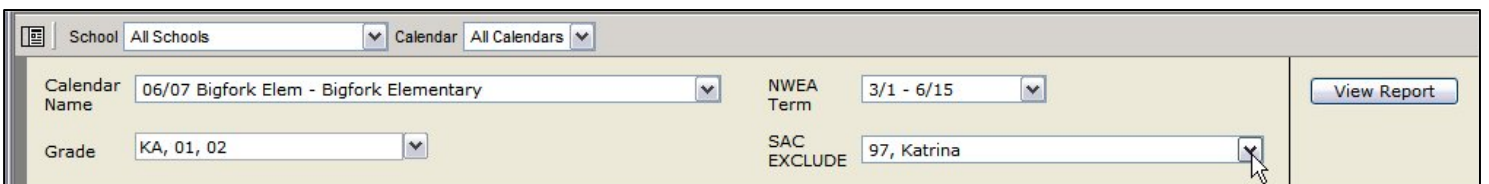


requirement.

Grade: Select the appropriate grade levels for this report.



SAC Exclude: This is a multiple selection list so you can select as many SAC codes to exclude as necessary.



View Report: Click this button to generate the report.

School: All Schools | Calendar: All Calendars

Calendar Name: 06/07 Bigfork Elem - Bigfork Elementary | NWEA Term: 3/1 - 6/15

Grade: KA, 01, 02 | SAC EXCLUDE: 97, Katrina

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

View Report

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

Calendar: All Calendars

Bigfork Elementary | NWEA Term: 3/1 - 6/15

SAC EXCLUDE: 97, Katrina

100% | Find | Next | Select a format | Export

Report is Being Generated

Your report will look similar to the illustration, below.

School: All Schools | Calendar: All Calendars

Calendar Name: 06/07 Bigfork Elem - Bigfork Elementary | NWEA Term: 3/1 - 6/15

Grade: KA, 01, 02 | SAC EXCLUDE: 97, Katrina

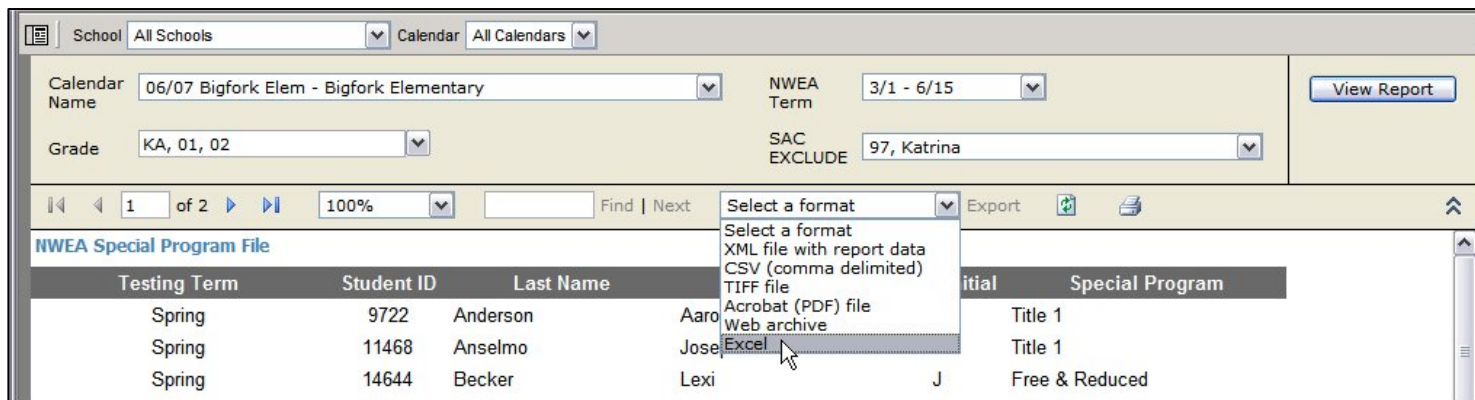
1 of 2 | 100% | Find | Next | Excel | Export

NWEA Special Program File

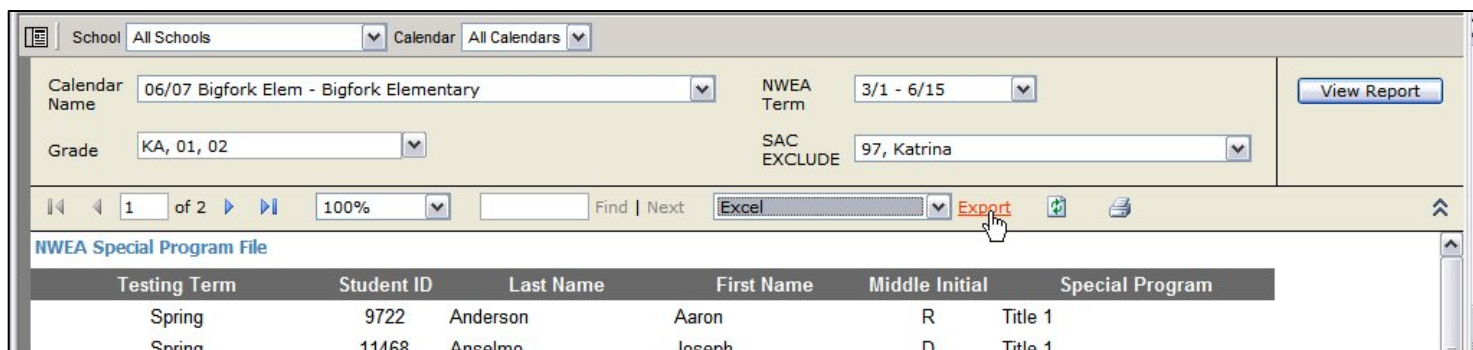
Testing Term	Student ID	Last Name	First Name	Middle Initial	Special Program
Spring	97	son	Aaron	R	Title 1
Spring	114	mo	Joseph	D	Title 1
Spring	146	er	Lexi	J	Free & Reduced
Spring	146	er	Lexi	J	Title 1
Spring	114	nan	Britny	R	Title 1
Spring	128		Austin	J	Title 1
Spring	119	ood	Darrin		Rec SpEd Svc
Spring	119	ood	Darrin		Free & Reduced
Spring	97		Jennifer	D	Rec SpEd Svc
Spring	97		Jennifer	D	Free & Reduced

Exporting Report to an External File

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



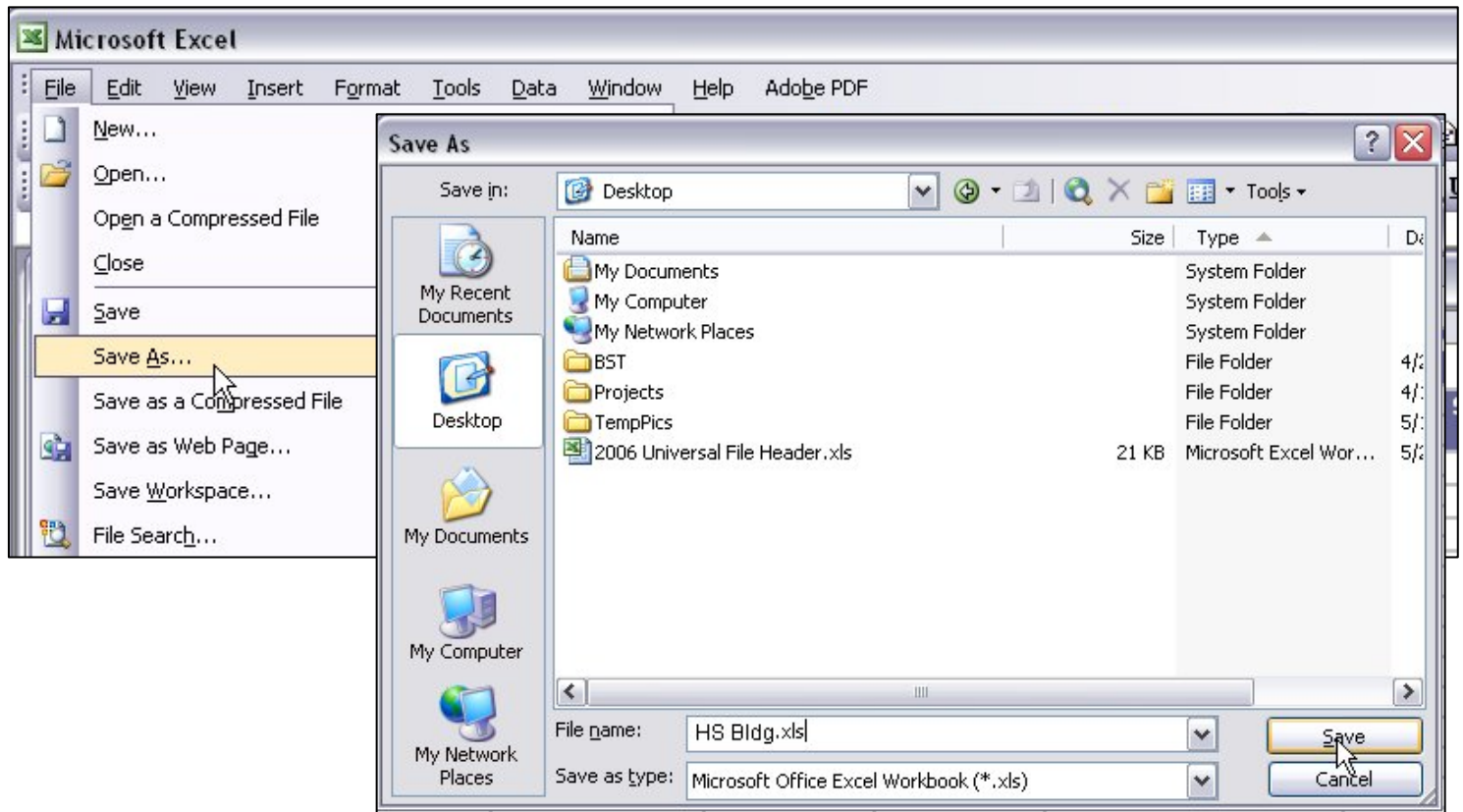
Export: Click on 'Export'



Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



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 SPF. 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.