The goal of this document is to provide you with a quick reference guide to access four useful reports that can be generated on the NWEA site. Teacher Reports are available within 24 hours of uploading the data to NWEA. Go to NWEA and login with your LCS NWEA credentials. Once logged in, you will be able to access your Teacher Reports from the navigation menu on the left-hand side of the screen.

**Classroom Breakdown Report**

**Summary:** Use to differentiate instruction; use to create skill-based workgroups. Links to learning statements in our interactive MAP Learning Continuum.

**ORDERING A CLASS BREAKDOWN REPORT**

1. On the MAP Reports landing page, click **Class Breakdown Reports**.
2. On the Class Breakdown Reports page, select terms in the **Term Rostered** and **Term Tested** drop-down lists.
3. Select the school, Instructor, and class you want to view.
4. Select your class breakdown report type under Report Options.
5. Select a subject for the Class Breakdown by Goal report.
6. Click Create Report.
7. View, print, or save the report.
   1. To print or save the report, select a paper format (Legal or Letter) and then click **Create PDF**.
   2. On the Class Breakdown by RIT report, click a subject in the **Subject** column to view the goals for that particular subject.

**Field Descriptions**

**Term Rostered:** Term with the student and class associations you want to see. Typically, you can leave it set to the current term (choices are limited to the current and previous academic year).

**Term Tested:** Term with the test events you want to see. Choices are limited to terms that are either concurrent with or precede the **Term Rostered**.

**School:** List of schools (set in Modify District). Administrators and instructors with multiple school assignments may be able to select more than one school. If you have the administrator or instructor role in the MAP system and are only assigned to one school, the school is selected by default.

**Instructor:** List of instructors who teach at your district schools. If you have the instructor role in the MAP system, only your name appears.

**Class:** List of classes associated with the selected instructor.

**Note:** If you are an instructor, you may only select classes assigned to you within the selected term.

**Class Breakdown by:** The available Class Breakdown report types.

**Subject:** List of subjects for the selected instructor and class. This field appears only when you select **Class Breakdown by Goal** for the **Report Options**.
Create Report: Click to view Class Breakdown Report. This report does not appear in the Reports Queue.

Class Report

Summary: Use to quickly assess student performance by class; use to compare classroom performance to national norms; use to determine breadth of instructional needs across a class. Shows how individual students in a class are performing so you can set goals and focus the instruction for each student.

ORDERING A CLASS REPORT

1. On the MAP Reports landing page, click Class Report.
2. On the Class Report page, select a term from the Term drop-down list.
3. Select the schools to include in the report.
4. Select the report grouping and display options you want.
5. Click Create Report.

Field Descriptions

The fields and options shown depend on the following:
- Your role in the MAP system
- Whether you are assigned to only one school
- Whether you select more than one school or instructor

Use the following required fields to order this report:

Term Rostered: Term with the student and class associations you want to see. Typically, you can leave it set to the current term (choices are limited to the current and previous academic year).

Term Tested: Term with the test events you want to see. Choices are limited to terms that are either concurrent with or precede the Term Rostered.

School: List of your district schools that are active for the selected term. Administrators and instructors may be able to select more than one school if they are assigned to multiple schools.

Instructor: List of instructors who teach at your district schools. If you have the instructor role in the MAP system, only your name displays.

Class: List of classes associated with the selected instructor.

Note: If you are an instructor, you may only select classes that you teach.

Subject: List of subjects associated with the class.

Use the following options to format the report results:

Optional Grouping: Includes additional summary data by gender or ethnicity in addition to grouping by subject. If optional grouping is not selected, the summary data is grouped by test and subject. The default option is None.

Student Detail Display: Shows detail information if selected. All reports have an overall summary page.

Sort Order: Specifies the order of report results for the selected class by:
- Student Name sorts students in alphabetical order.
- Test RIT sorts by student RIT score in ascending numeric order.

Goal Performance Display: Includes any individual goal RIT performance data for both growth test events and other valid test events in the report. The number of goals and their names is based on the specific test event. Clear this option to exclude the goal scores from the report.

Goal Range: Includes goals for the test events by:
Goal Descriptor translates the percentile associated with the RIT range to a text value, such as Low (below the 34th percentile), Average (between the 34th and 66th percentile), or High (above the 66th percentile).

Goal RIT Ranges displays the student's goal RIT as a RIT range such as 153-169.

Small Group Display: Overrides the report summary default and reports summary data for groups of fewer than ten students with growth test scores. Because summary data for small groups is not statistically reliable, it is typically not included in reports.

Summary with Quadrant Chart

Summary: Use to determine who needs intervention or enrichment; use to inform growth goals with students and compare actual growth to goals; use to monitor student growth by class. After fall testing, shows each student's growth projections so you can create individual growth goals. After spring testing, shows a comparison of projected and actual growth so you can focus the instruction for each student.

ORDERING AN ACHIEVEMENT STATUS AND GROWTH REPORT

1. On the MAP Reports landing page, click Achievement Status and Growth Report.
2. On the Achievement Status and Growth Report page, select a term from the Term drop-down list.
3. Select schools to include in the report.
4. Select the growth comparison period and grouping options.
5. Click Create Report.

Field Descriptions

The following fields are required when ordering this report:

Term Rostered: Term with the student and class associations you want to see. Typically, you can leave it set to the current term (choices are limited to the current and previous academic year).

Term Tested: Term with the test events you want to see. Choices are limited to terms that are either concurrent with or precede the Term Rostered.

Schools: List of schools (set in Modify District). Administrators and Instructors with multiple school assignments may be able to select more than one school.

Instructor: List of instructors who teach at the selected school. This option is not available when multiple schools are selected. If you have the instructor role in the MAP system, only your name appears.

Classes: List of classes associated with the selected instructor. This option is not available when multiple instructors are selected.

Note: If you are an instructor, you may only select classes assigned to you within the selected term.

Use the following Report Options to format and determine report results:

Growth Comparison Period: Indicates the beginning and ending term in which student growth is analyzed to summarize actual growth or project future growth.

Optional Grouping: Includes additional summary data for each class by gender or ethnicity in addition to the standard summary by subject. The default option is None.

Small Group Display: Overrides the report summary default and reports summary data for groups of fewer than ten students with growth test scores. Because summary data for small groups is not statistically reliable, it is typically not included in reports.
Learning Continuum

Summary: Use to see what students are ready to learn; use to quickly differentiate instruction; use to create skill-based workgroups. MAP RIT scores get connected to skills and concepts students are ready to learn, helping you identify learning goals and targets so you can both share them with your students and parents plus create more personalized lesson plans.

ORDERING A LEARNING CONTINUUM REPORT

1. Select View Reports
2. Select MAP Reports
3. Select Learning Continuum

Display Tips: You can open either the Class View or Test View—or...quickly open the Class View by clicking links in the Class Breakdown by Goal report.

Display Tips: If available, click Edit Display Options to further control the display. The Display Options are not available on all test versions.

Group by Topic—These topic groups are chosen by NWEA to make it easier to locate common themes and content. The topics are not connected to any standard.

Group by Standard—Most useful when combined with the Grade Level Standards filter, so you can isolate particular standards.

Filter by Grade Level Standards—Use this in combination with either of the above grouping options.
Use the **browser search**: Ctrl+F or Cmd+F.

**Example**: You are unsure which sub-goal contains a certain topic.

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**Click a RIT band** to view it in isolation, along with adjacent RIT bands. (Class View only.)

**Example**: You need to differentiate instruction for students performing in a given RIT band.

**Note**: To restore the full view, click **View All**.
Click a **student name** to isolate just that student. (Class View only.)

**Example:** You need to set learning goals for a certain student.

**Note:** To restore the full view, click **View All**.

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**Print the Display**

**Note:** Printed copy will become outdated as the test calibration changes, so always refer to the online view for the latest information.

1. Use the Firefox browser for the most accurate print rendering; however, any supported browser will work.
2. Display the learning statements you want.
   **Tip:** For the Test View, you can print every third RIT band to avoid printing the RIT bands that overlap.
3. Scroll to the top and click **Print** (or type **Ctrl+P** on Windows, **Cmd+P** on Mac).
4. **Optional**—For a PDF, you could print to a PDF printer driver:
   - On Windows—You must first have a PDF printer driver installed. You can then select the PDF printer.
   - On Mac—When printing, click the PDF button and choose **Save as PDF**...