

NWEA Load Information

Districts that use PowerSchool will roster their Powerschool Data by entering all data correctly in PowerSchool and **Export NWEA Rostering Report aka NWEA CFR file from PowerSchool (see below)**. District that do not use PowerSchool will roster using **Rostering Data through NWEA (see below)**.

Rostering Data through NWEA

All student rostering through NWEA happens via an import file. This file is called the CFR file. Client-Server partners can access the CRF Template here:

<http://legacysupport.nwea.org/support/article/923>

Instructions for to Reconcile Student Errors can be found at

https://teach.mapnwea.org/assist/help_map/ApplicationHelp.htm#ContextSensitiveHelp/ImportingProfiles/ReconcileErrors_StudentError.htm

If client server partners receive a "CRF Report Card", partners should reconcile all errors and warnings, on the saved, originally submitted file, before resubmitting. The report card shows issues that must be resolved are in red, concerns that may cause problems are in yellow and summary data is in blue. If no errors are found on the originally submitted file, partners will not receive a report card. Once the CRF file has been repaired, the partner should login to the NWEA Reports site and click the Upload Roster button, to complete the process.

Notice the Related Links at the bottom of the hyper linked page. These relate to other errors in data and repairs.

To correct School Name, districts will want to let their account manager know.

Rostering and Correcting Data through Power School

Change the spelling of the District

- Open Power School
- Logged into the District Office
- Under set up, Click on District
- Under District Information, Click on Distirct Info,
- Edit Name of District as needed
- Scroll down and Submit

Change spelling of a school

- Open Power School
- Logged into the District Office
- On the left hand side, click on district and Schools, School Info,
- Select School, update the name and submit.

Change Firstname, Lastname, MiddleName, Date of birth.

- Open PowerSchool,
- Find the student.
- Click on Demographics.
- Change information.

Scroll down and Submit.

Change State Student Number

Open PowerSchool,
Find the student
Under Information, Click on "State Province ND"
Under the General tab
Enter in the State Student ID in the State ID field.
Click Submit.

Change grade level

Open PowerSchool,
Find the student
Under Enrollment, click on Transfer Info
On Current Enrollment, Click on Entry Date
School Down to Grade level Drop Down box and correct Grade
Scroll Down and Submit.

When all data is correct

Export NWEA Rostering Report aka NWEA CFR file from PowerSchool (see below)

Export NWEA Rostering Report aka NWEA CFR file from PowerSchool

Open PowerSchool
Select Students needed for rostering
In the Lower right hand corner of the Select Function, click on Export using Template
From type of Export Drop Down, Select Student Schedules
From Export Template Drop Down, Select "Online NWEA" or "NWEA Map Export 2015" if Server based
For Which Record select the radio button "Only Schedules for the Selected Students"
Click Submit
Save As to the location and name of your choice.
**When students are missing in SLDS, they most likely do not have State Student Number.

Historical Builds

Historical builds will be held once a year and available the first full week of August. The historical cut-off date for signing data sharing agreements is June 1st, otherwise schools will have to wait until the following year for historical files. If a data sharing agreement is signed during the current term schools will receive current term files and any files going forward until a historical build is processed.

NWEA at times will allow schools to make changes to prior historical terms. ITD has no way of knowing that changes have been made to a historical file unless schools notify us. ITD will need to know the District(s), school(s) and the terms the changes were made ie (Fall 2013, winter

2014) so scheduling can be coordinated to get the changed historical data when the yearly data pulls are processed.

After the end of the term, schools have 2 weeks to make changes\corrections to the data for the current term. ITD will then get the final file for that term from NWEA. If schools need to make changes, the school needs to contact the NWEA partner support team.

These dates are as follows

2014-15 School Year

November 30, 2014

February 2, 2015

June 24, 2015

2015-16 School Year

November 30, 2015

February 29, 2016

June 27, 2016

2016-17 School Year

November 30, 2016

February 28, 2017

June 26, 2017