



## ***TCRWP AssessmentPro*** **Data Specialist User Manual**

### ***Getting Started***

Follow these steps to get your school started quickly. Please refer to the user manual for a more in-depth explanation of the features available in *TCRWP AssessmentPro*.

- 1) Sign in
- 2) Change your password/email
- 3) Finalize your data files for import
  - a. Take out the description row from your files
  - b. Add an “Ignore” column
  - c. Save each data file as a .CSV document
- 4) Import your data files
  - a. Identify Data Period
  - b. Locate Your Data File
  - c. Identify Type of Data
  - d. Match Your Data
  - e. Import Results & Next Steps
- 5) Manage users

## Step 1: Sign in

Open your internet browser and enter the following URL into the address bar:

<https://www.rwpassessments.com/>

This is the welcome page for the *AssessmentPro* system. Here you can find helpful links and information regarding TCRWP assessments. This is also where you will go to login to the system. Your account has already been created for you. Please follow these steps to log in for the first time:

1. Click on Forgot your password? Click here.
2. Type your **full** email address into the email address field. Be sure this is the same email address that you have used to correspond with TCRWP regarding AssessmentPro.
3. Your password will be emailed to you. If you do not receive your password within a few minutes, be sure to check your junk mail box.
4. After accessing that email, return to the AssessmentPro screen. Enter your Login information as provided in the email sent to you (this will be an email address and password).
5. Click the blue Login button to continue.



The Teachers College Reading & Writing Project  
Columbia University

TCRWP AssessmentPro

Login Register

### Welcome

The Teachers College Reading and Writing Project welcomes you to TCRWP Assessment, the web-based data platform that supports our many reading assessments. To log on, simply enter your email and password above. If you do not yet have an account, click "register" in the upper right hand corner of the screen. If your school has signed up for the TCRWP assessments and this web-based data system, your data specialist will be able to validate your registration.

If you are a NYC school and you are interested in the TCRWP Assessment, you can access those at <https://rwproject.tc.columbia.edu>. If you are a NYC school interested in TCRWP Assessment, this web-based data platform, please have the data specialist for your school contact the DOE at [periodicassessment@schools.nyc.gov](mailto:periodicassessment@schools.nyc.gov). If you are outside of NYC and are interested in this platform, contact us at [readingandwritingpro@tc.edu](mailto:readingandwritingpro@tc.edu).

You may preview the reports and pages of this platform at our website, at <https://rwproject.tc.columbia.edu>. Simply click on the link for TCRWP Assessment Preview.

### Announcements

Upcoming assessment workshops at TCRWP: [August 28th](#) and [September 23rd](#).

Status Report for TCRWP Assessment: Currently, members may:

- log in,
- register,
- create classroom rosters,
- access student data,
- enter current reading levels, and
- view student history pages.

To receive assistance entering additional (missing) data on students, please contact [readingandwritingpro@tc.edu](mailto:readingandwritingpro@tc.edu) to get a data template (before September 15th). After September 15th, schools will be responsible for entering this data manually.

Check in on October 25th for updates on printing charts and graphs and doing a mail-merge for a parent letter for report cards.

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After your first log in, you will only need to follow steps 4 & 5 for subsequent log-in attempts.

## Step 2: Change your password/email.

Once you have logged in, you will be brought to the Data Specialist homepage. Click on the *Edit Profile* link highlighted below.

The screenshot shows the TCRWP AssessmentPro homepage for user Sara Sanchez, Ms. Murphey's Class. The page has a blue navigation bar with links for Classroom, Students, School, Administration, and User Forum. A red box highlights the 'Edit Profile' link in the top right corner. The main content area is divided into several sections:

- P.S. ABC Reports:** A bar chart showing 'Current Benchmark Level' for Male, Female, and IEP students. The y-axis ranges from 1 to 5. The bars for Male, Female, and IEP are all at level 3.
- Classroom-Level Information:** A section with a dropdown menu for 'Classroom' and a search function. The search function has two options: 'by Teacher's Last Name' (selected) and 'by Classroom Name'. There are 'Search' and 'Clear' buttons.
- Change School:** A button to change the school.
- Administration:** A section with a 'Go >' button and links to User Management, Student & Classroom Management, Data Management, and Assessment Management.
- Resources:** A section with a 'Go >' button and links to Knowledgebase, User Forum, Glossary, Getting Started, and User Manual.

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Homepage

This page shows some basic information included in your profile. Here you can change your password and the email address associated with your account. Be sure to click on *Save Information* when you have finished updating your information.

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# TCRWP AssessmentPro

[Edit Profile](#) | [Logout](#)

Welcome, Sara Sanchez : [Classroom](#) [Students](#) [School](#) [Administration](#) [User Forum](#)

## Edit Your Profile

**First Name**

**Last Name**

**Email Address**

**Password**

**Primary Role**  ?

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*Edit Your Profile*

## Step 3: Finalize Your Data File

There are some final steps you must take to prepare your data files for the import process. It is important to note that your data will not upload properly if you do not prepare each document in the following way:

1. **Take out the description row (this row will only exist if you are using a template provided by TCRWP):** Highlight row 2 of the template where the descriptions are located. Do this by clicking on the number 2. Delete the entire row by *right* clicking on the number 2 after you've highlighted the row and selecting delete.

The screenshot shows an Excel spreadsheet with the following data:

Student ID	JUNE IndependentRea	ConceptsOfPrint	LetterDSoundsLower	LetterDSoundsUpper	LetterDSoundsSounds	WordListA	WordLis	WordLis	WordLis	WordLis
2										
3	C	D	13	25	26	26	12			
4	C	D	13	25	25	21	2			
5	C	C	13	20	23	21	6			
6	C	C	11	25	26	22	12			
7	C	C	13	17	20	18	7			
8	B									
9	D		13	24	25		9			
10	E		13	18	18	13	20			
11	B		13	24	26	25	6			
12	D		11	24	26	21	9			
13	C		13	22	26	26	12			
14	B									
15	D		8	26	26	25	7			
16	C		13	26	26	23	14			
17	B		11	24	24	19	5			
18	G		13	26	26	26	22			

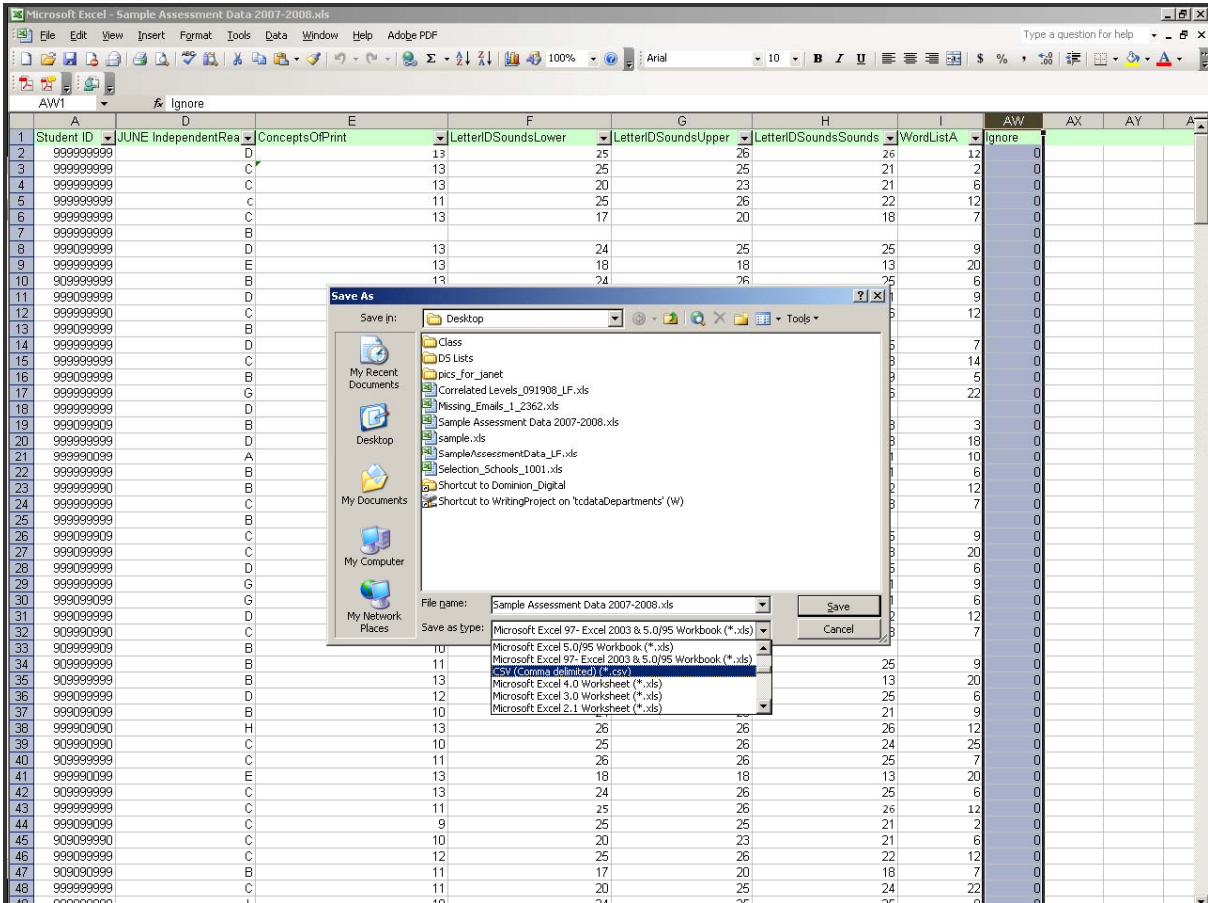
1. **Add an "Ignore" column:** Scroll all the way to the right of the document until you reach the end of your data. In the very next row type "ignore" into row 1. Enter zeros into all the cells in that row for as many student ID numbers that you have in the document (for example, if you have 401 student records, you will paste in 401 zeros in the ignore column).

The screenshot shows the same Excel spreadsheet with a new column added. The data is as follows:

Student ID	JUNE IndependentRea	ConceptsOfPrint	LetterDSoundsLower	LetterDSoundsUpper	LetterDSoundsSounds	WordListA	AWW	AX	AY	AZ
1							ignore			
2	99999999	D	13	25	26	26	12	0		
3	99999999	C	13	25	25	21	2	0		
4	99999999	C	13	20	23	21	6	0		
5	99999999	C	11	25	26	22	12	0		
6	99999999	C	13	17	20	18	7	0		
7	99999999	B						0		
8	99999999	D	13	24	25		9	0		
9	99999999	E	13	18	18	13	20	0		
10	99999999	B	13	24	26	25	6	0		
11	99999999	D	11	24	26	21	9	0		
12	99999999	C	13	22	26	26	12	0		
13	99999999	B						0		
14	99999999	D	8	26	26	25	7	0		
15	99999999	C	13	26	26	23	14	0		
16	99999999	B	11	24	24	19	5	0		
17	99999999	G	13	26	26	26	22	0		
18	99999999	D						0		
19	99999999	B	13	10	12	13	3	0		
20	99999999	D	13	18	18	18	18	0		
21	99999999	A	8	10	12	11	10	0		

**Save each data file as a CSV document:** The *AssessmentPro* system will only be able to read your data files if they are saved in a CSV format. Once you have made the above changes, save each file in the following way:

- a. Click *File* and *Save As*
- b. In the *Save As* box that appears, look for the *save as type* selection box. Scroll down and choose CSV format.
- c. In the *file name* field be sure that your file has no spaces or dots in the name.



You may be asked if you wish to continue to save the file in csv format due to some incompatible data. If this happens, select *Yes*.

**Be sure to remember where on your computer you are saving each of these files. You will need to know the location to import them into *AssessmentPro*.**



## Step 4: Import your data files

On the Data Specialist homepage click on *Administration* in the top navigation bar highlighted below. (Or click on Data Management under *Administration* on the right hand side of the screen.)

The screenshot shows the TCRWP AssessmentPro homepage. At the top, there is a navigation bar with the following items: Welcome, Sara Sanchez; Ms Murphey's Class; Classroom; Students; School; Administration (highlighted with a blue box); and User Forum. Below the navigation bar, the main content area is divided into several sections. On the left, there is a section titled "P.S. ABC Reports" with a "Go >" link. Below this is a bar chart titled "Current Benchmark Level" showing scores for Male, Female, and IEP students. The y-axis ranges from 1 to 5. The Male bar is at level 3, the Female bar is at level 3, and the IEP bar is at level 3. On the right side, there is a "Change School" button. Below that is an "Administration" section with a "Go >" link and a list of options: User Management, Student & Classroom Management, Data Management (highlighted with a blue box), and Assessment Management. Below the Administration section is a "Resources" section with a "Go >" link and a list of options: Knowledgebase, User Forum, Glossary, Getting Started, and User Manual. At the bottom of the page, there is a footer with copyright information: Copyright © 2008 Columbia University Teachers College Reading and Writing Project, 525 West 120th Street Box 77, New York, NY 10027 | Contact Us.

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Homepage

On the *Administration* main page click on the *Import School Data* link highlighted below.

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TCRWP  
AssessmentPro

Edit Profile | Logout

Welcome, Sara Sanchez : Ms Murphey's Class

Classroom Students School Administration User Forum

### Administration

#### User Management

Access Management Teacher Management View / Edit User Profile

#### Student and Classroom Management

Classroom Management

#### Data Management

Import School Data Export School Data

#### Assessment Management

Define Custom Fields for Assessments

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Administration Page



There are 5 steps to importing your data:

### Importing Data – Step 1: Identify Data Period

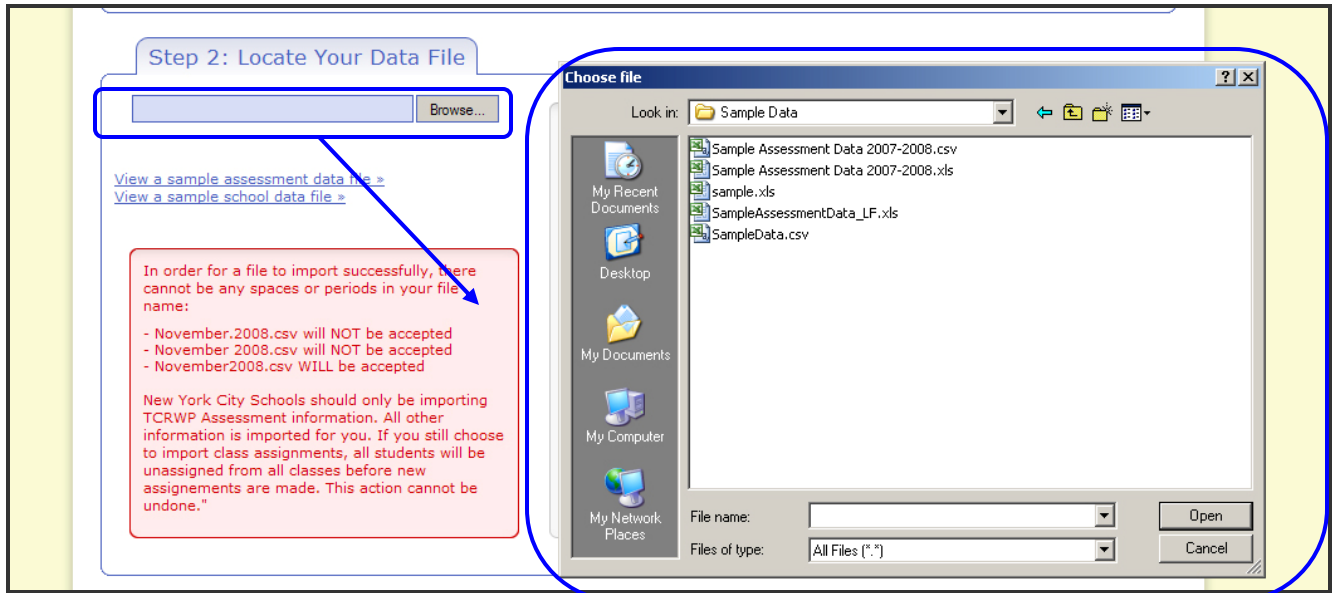
Use the drop down list to select the assessment month and year for the data you are going to import. Choosing the wrong assessment period here will record all of your data in the wrong place for all reports. **At this time there is no way to undo this.** Therefore it is VERY important that you carefully choose your assessment period in step one.

The screenshot shows the 'Import Data' page in the TCRWP AssessmentPro system. The page is titled 'Import Data' and has a navigation bar with 'School', 'Project', 'Administration', and 'User Forum'. The main content area shows 'Step 1: Identify Data' with an 'Assessment Window' dropdown menu. The dropdown menu is open, showing a list of assessment periods: November 2008, September 2006, November 2006, March 2007, June 2007, September 2007, November 2007, March 2008, June 2008, September 2008, November 2008 (highlighted), March 2009, and June 2009. Below the dropdown, there are links for 'View a sample assessment data file' and 'View a sample school data file'. The page also features a header with the TCRWP logo and navigation links like 'Edit Profile' and 'Logout'.

Import School Data: Step 1

- **Importing Data – Step 2: Locate Your Data File**

This process is very much like attaching a file to an email. Click the *Browse* button to locate your data file. This is the file that you created using a data template in Microsoft Excel. *AssessmentPro* will connect to your computer/network so you can select the appropriate data file. Clicking *Open* will populate the browse field with the file name.



Import School Data: Step 2

- **Importing Data – Step 3: Identify Type of Data**

By choosing which type of data you are about to import you are telling the *AssessmentPro* system where to store this data.

- Be sure to choose Assessment Information. **Choosing Class Assignment Information will un-assign the students in your school from their current classes (this action cannot be undone).**
- Assessment Information will update/create assessment scores that are used in student profiles and in generating reports. Select TCRWP Assessment. (State Assessment information is for importing state test scores.)

Click *Next* to import your data file.

Step 3: Identify Type of Data

Student and Class

TCRWP Assessment

State Assessment

Next »

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*Import School Data: Step 3*

- **Importing Data – Step 4: Match Your Data**

You will now be prompted to tell the system which columns in your file match the required TCRWP Field Names. Carefully matching your column headers as shown below to the required Field names will ensure that your data is represented properly. This step tells the system where to save each piece of data. When you are sure that your data is properly represented, click *Import Data*.

The screenshot shows the 'Import School Data' interface. At the top, there is a navigation bar with the following items: 'Welcome, Sara Sanchez : Ms Murphey's Class', 'Classroom', 'Students', 'School', 'Administration', and 'User Forum'. Below this is the 'Import School Data' section with a link to 'Return to School Administration'. The main heading is 'Step 4: Match Column Headers to TCRWP Fields'. The table below is as follows:

Your Column Name	TCRWP Field Name
Student ID	Student ID
NOVEMBER Independent Reading Level	-Ignore Field-
MARCH Independent Reading Level	-Ignore Field-
JUNE IndependentReadingLevel	-Ignore Field-
ConceptsOfPrint	-Ignore Field-
LetterIDSoundsLower	-Ignore Field-
LetterIDSoundsUpper	-Ignore Field-
LetterIDSoundsSounds	-Ignore Field-
WordListA	-Ignore Field-
WordListB	-Ignore Field-
WordListC	-Ignore Field-
WordListD	-Ignore Field-
WordListE	-Ignore Field-
WordListF	-Ignore Field-
WordListG	-Ignore Field-
WordListH	-Ignore Field-
OralWordsPerMin	-Ignore Field-
NonFictionReadingLevel	-Ignore Field-
PSI Initial Consonants	-Ignore Field-

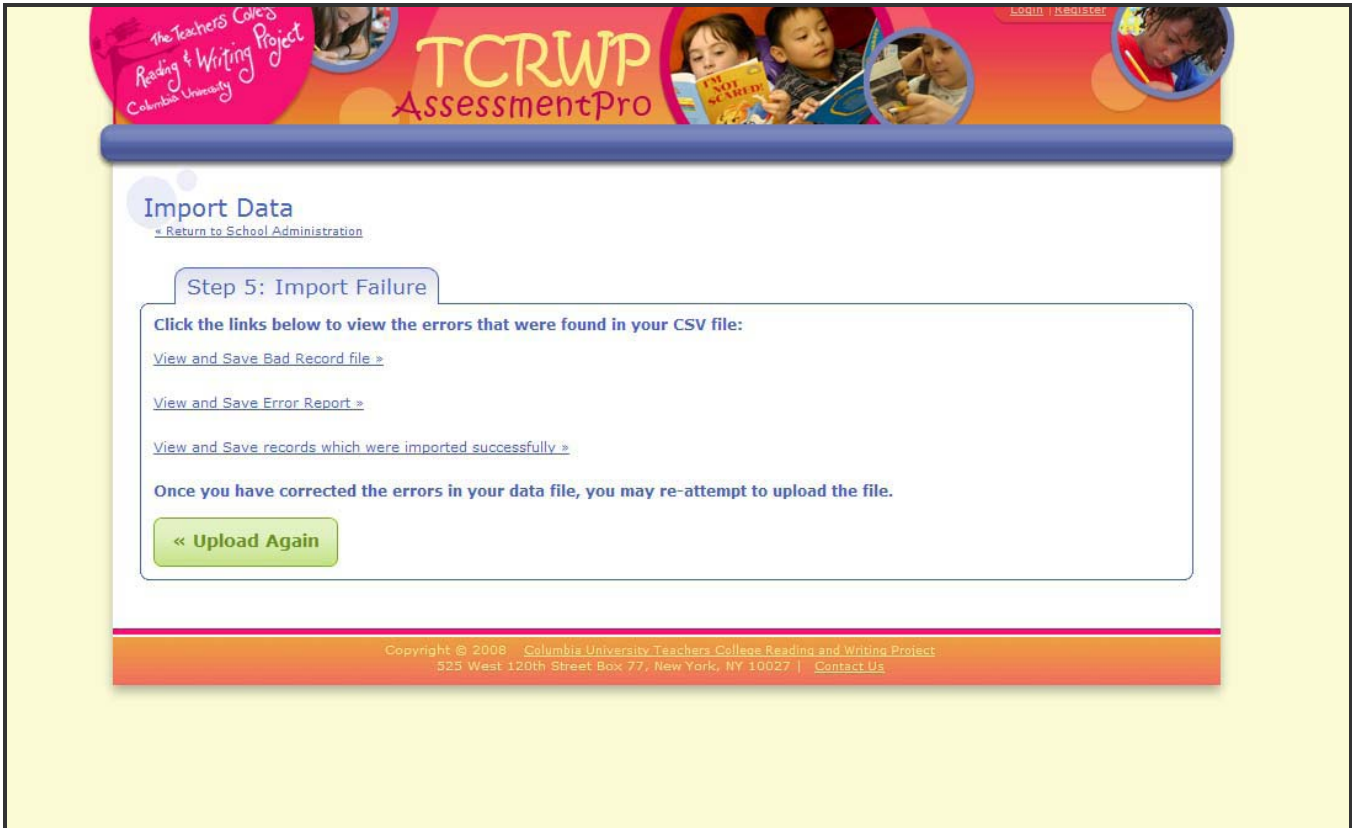
*Import School Data: Step 4*

Be sure to pay close attention to the type of TCRWP Field Name. For Independent Reading Level, it is important to choose IRL and not IRL Benchmark or IRL Help Text. Doing so will record you data in the wrong places throughout the system. Please email us if you feel as though you need more clarification on the field names.

## Importing Data – Step 5: Import Results

*AssessmentPro* will tell you which data was successfully imported into the system and which data had errors. There can be up to three links on this page:

- View and Save Bad Record File: Clicking on this link will generate a CSV file that contains only the rows of your original data file that were not accepted by the system. You can open this file, correct the errors, save it, and then import this file to correct the rejected rows.
- View and Save Error Report: Clicking on this link will generate a report that tells you WHY any rejected rows of data were rejected.
- View and Save Records Which Were Imported Successfully:



The screenshot shows the 'Import Data' page of the TCRWP AssessmentPro system. The page header includes the logo for 'The Teachers College Reading & Writing Project' at Columbia University and the title 'TCRWP AssessmentPro'. There are 'Login' and 'Register' links in the top right corner. The main content area is titled 'Import Data' and includes a link to 'Return to School Administration'. A blue box highlights 'Step 5: Import Failure'. Below this, a message states: 'Click the links below to view the errors that were found in your CSV file:'. Three links are provided: 'View and Save Bad Record file >', 'View and Save Error Report >', and 'View and Save records which were imported successfully >'. A note says: 'Once you have corrected the errors in your data file, you may re-attempt to upload the file.' A green button labeled '<< Upload Again' is positioned below the note. The footer contains copyright information for 2008, the project name, address (325 West 120th Street Box 77, New York, NY 10027), and a 'Contact Us' link.

*Import School Data: Step 5*

## Step 5: Manage Users

A user's role will determine their level of access to data throughout the *AssessmentPro* system.

- **Teachers / Specialists** are able to enter and access their own classroom data (only).
- **Principals / Assistant Principals** have access to school-wide data and reports in addition to classroom and student information.
- **Data Specialists** have access to all aspects of the system for the school.

As a data specialist, you manage and assign these roles in the *Access Management* feature. It is important that there is only one person per school that has this responsibility due to consistency and accountability.

**You must receive authorization from your principal/administration before granting users school-wide access (assigning someone as a principal or as a data specialist).**

The screenshot shows the Administration Main Page of the TCRWP AssessmentPro system. The page is titled "Administration" and contains several sections of management tools:

- User Management:** Includes buttons for "Access Management", "Teacher Management", and "View / Edit User Profile". The "Access Management" button is highlighted with a blue border.
- Student and Classroom Management:** Includes a "Classroom Management" button.
- Data Management:** Includes "Import School Data" and "Export School Data" buttons.
- Assessment Management:** Includes a "Define Custom Fields for Assessments" button.

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Administration Main Page



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Welcome, Sara Sanchez : Ms Murphey's Class Classroom Students School Administration User Forum

Access Management  
[Return to School Administration](#) [Add a New User](#)

Pending Registration Requests

Schoolwide Access Privileges

Name	EmailAddress	Role	
CAMARRO, ELIZA	ecamarro@schools.nyc.gov	Teacher	<a href="#">Edt</a>
DAY, MARCELLA	mday21@schools.nyc.gov	Teacher	<a href="#">Edt</a>
DUNCAN, INGRID	duncan@schools.nyc.gov	Teacher	<a href="#">Edt</a>
FRANKENBERGER, VICTOR	vfrank@schools.nyc.gov	Teacher	<a href="#">Edt</a>
FUER, ADRIANE	afuer12@schools.nyc.gov	Teacher	<a href="#">Edt</a>
GREEN, JONATHAN	jgreen3@schools.nyc.gov	Teacher	<a href="#">Edt</a>
GRIFFIS, LORI	lgriffis22@nyu.edu	Data Specialist	<a href="#">Edt</a>
HAINES, LUPE	lhaines123@schools.nyc.gov	Teacher	<a href="#">Edt</a>
HINKEN, REVA	hinken@schools.nyc.gov	Teacher	<a href="#">Edt</a>
JENKINS, JORDAN	jjordan12345@schools.nyc.gov	Teacher	<a href="#">Edt</a>
JOHNS, LAWANA	johns234@schools.nyc.gov	Teacher	<a href="#">Edt</a>
LITTLEFIELD, MARYELLEN	Littlefield@schools.nyc.gov	Principal Assistant Principal	<a href="#">Edt</a>
MOORE, CAROLINE	moore2@schools.nyc.gov	Teacher	<a href="#">Edt</a>
MORLAND, KACIE	morland2@schools.nyc.gov	Teacher	<a href="#">Edt</a>
RAYBOULD, DARCI	raybould@schools.nyc.gov	Teacher	<a href="#">Edt</a>
SANDBLOOM, DESEREE	sandb@schools.nyc.gov	Teacher	<a href="#">Edt</a>
SANCHEZ, SARA	sanchez@schools.nyc.gov	Teacher	<a href="#">Edt</a>
SANDERSON, MINNIE	sander@schools.nyc.gov	Teacher	<a href="#">Edt</a>

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### Access Management Page

### Pending Registration

When new users in your school register themselves, you will receive an email about their registration requests. Their information will appear on the top half of the following screen, under "Pending Registration." You may choose to 'Accept' or 'Reject' any person's registration. If you accept him or her, the new user will receive an email confirmation. You may also change the role the user selected before granting them access. For example, if one of your teachers accidentally signed his or herself up as the principal, you must correct that information here before giving the teacher access.

## Schoolwide Access Privileges

The lower portion of the page, Schoolwide Access Privileges, enables you to view the name, email address, and role of each user. You can sort by any of these fields to easily locate and access the profile of any particular user. You can also edit that person's information, including their role, by clicking the *Edit* button.

## Teacher Management

To view a list of all users in your school and see which classrooms they are assigned to click on Teacher Management. The Teacher Management section allows you to quickly make sure that all classroom assignments are correct and accounted for.

If you notice that teachers are missing, see the adding new users section below.

The screenshot displays the Administration interface of the TCRWP AssessmentPro system. At the top, there is a navigation bar with the user's name 'Welcome, Sara Sanchez' and the current class 'Ms Murphey's Class'. The navigation menu includes 'Classroom', 'Students', 'School', 'Administration', and 'User Forum'. The main content area is titled 'Administration' and is organized into several sections:

- User Management:** This section contains three buttons: 'Access Management', 'Teacher Management' (highlighted with a blue box), and 'View / Edit User Profile'.
- Student and Classroom Management:** This section contains one button: 'Classroom Management'.
- Data Management:** This section contains two buttons: 'Import School Data' and 'Export School Data'.
- Assessment Management:** This section contains one button: 'Define Custom Fields for Assessments'.

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Administration

**Teacher Management**  
[Return to School Administration](#) [Add a New User](#)

Name	Email Address	Classroom Name	# Students	
CAMARRO, ELIZA	ecamarro@schools.nyc.gov	<a href="#">104</a>	18	<a href="#">Edit</a>
DAY, MARCELLA	mday21@SCHOOLS.NYC.GOV	<a href="#">054</a>	13	<a href="#">Edit</a>
DUNCAN, INGRID	duncan@SCHOOLS.NYC.GOV	<a href="#">203</a>	20	<a href="#">Edit</a>
FRANKENBERGER, VICTOR	vfrank@schools.nyc.gov	<a href="#">204</a>	19	<a href="#">Edit</a>
FUER, ADRIANE	afuer12@schools.nyc.gov	<a href="#">201</a>	11	<a href="#">Edit</a>
GREEN, JONATHAN	jgreen3@schools.nyc.gov	<a href="#">102</a>	18	<a href="#">Edit</a>
GRIFFIS, LORI	lgriffis22@schools.nyc.gov	<a href="#">103</a>	20	<a href="#">Edit</a>
HAINES, LUPE	lhaines123@SCHOOLS.NYC.GOV	<a href="#">277</a>	11	<a href="#">Edit</a>
HINKEN, REVA	hinken@schools.nyc.gov	<a href="#">177</a>	13	<a href="#">Edit</a>
JENKINS, JORDAN	jjordan@schools.nyc.gov	<a href="#">105</a>	13	<a href="#">Edit</a>
JOHNS, LAWANA	johns234@schools.nyc.gov	<a href="#">205</a>	22	<a href="#">Edit</a>
LITTLEFIELD, MARYELLEN	Littlefield@schools.nyc.gov	<a href="#">052</a>	13	<a href="#">Edit</a>
MOORE, CAROLINE	moore@schools.nyc.gov	<a href="#">051</a>	12	<a href="#">Edit</a>
MORLAND, KACIE	morland@verizon.net			<a href="#">Edit</a>
SANCHEZ, SARA	sanchez@schools.nyc.gov	<a href="#">202</a>	20	<a href="#">Edit</a>
SANDERSON, MINNIE	sander@schools.nyc.gov	<a href="#">077</a>	12	<a href="#">Edit</a>

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*Teacher Management*

If you notice that classroom assignments are not accurate, see the classroom management section of the user manual.

## Add a New User

**Important: The DOE asks us to remind you that data specialists must get approval from administration before adding a new user.**

New Users can register for *AssessmentPro* in one of two ways:

- 1) A new user can register his or herself by clicking on the *register* link on the *AssessmentPro* login page (see next page). When this happens, the user will show up in your list of Pending Registrations where you can either approve or reject the user. If you accept him or her, the new user will receive an email confirmation. You may also change the role the user selected before granting them access. For example, if one of your teachers accidentally signed his or herself up as the principal, you must correct that information here before giving the teacher access.



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TCRWP  
AssessmentPro

Login Register

### Welcome

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If you are a NYC school and you are interested in the TCRWP Assessment, you can access those at <https://rwproject.tc.columbia.edu>. If you are a NYC school interested in TCRWP Assessment, this web-based data platform, please have the data specialist for your school contact the DOE at [periodicassessment@schools.nyc.gov](mailto:periodicassessment@schools.nyc.gov). If you are outside of NYC and are interested in this platform, contact us at [readingandwritingpro@tc.edu](mailto:readingandwritingpro@tc.edu).

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Upcoming assessment workshops at TCRWP: [August 28th](#) and [September 23rd](#).

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- 2) A data specialist also can add a new user by clicking on the *Add a New User* button from either the Access Management or Teacher Management screens in Administration. Clicking *OK* will save the new user's information in all applicable places throughout the system. *AssessmentPro* will send an email to the new user with a log-in procedure. A teacher will be able to enter and access his/her own classroom data once the data specialist has approved him/her as a new user.