TCRWP AssesmentPro
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.

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.

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.

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.


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).

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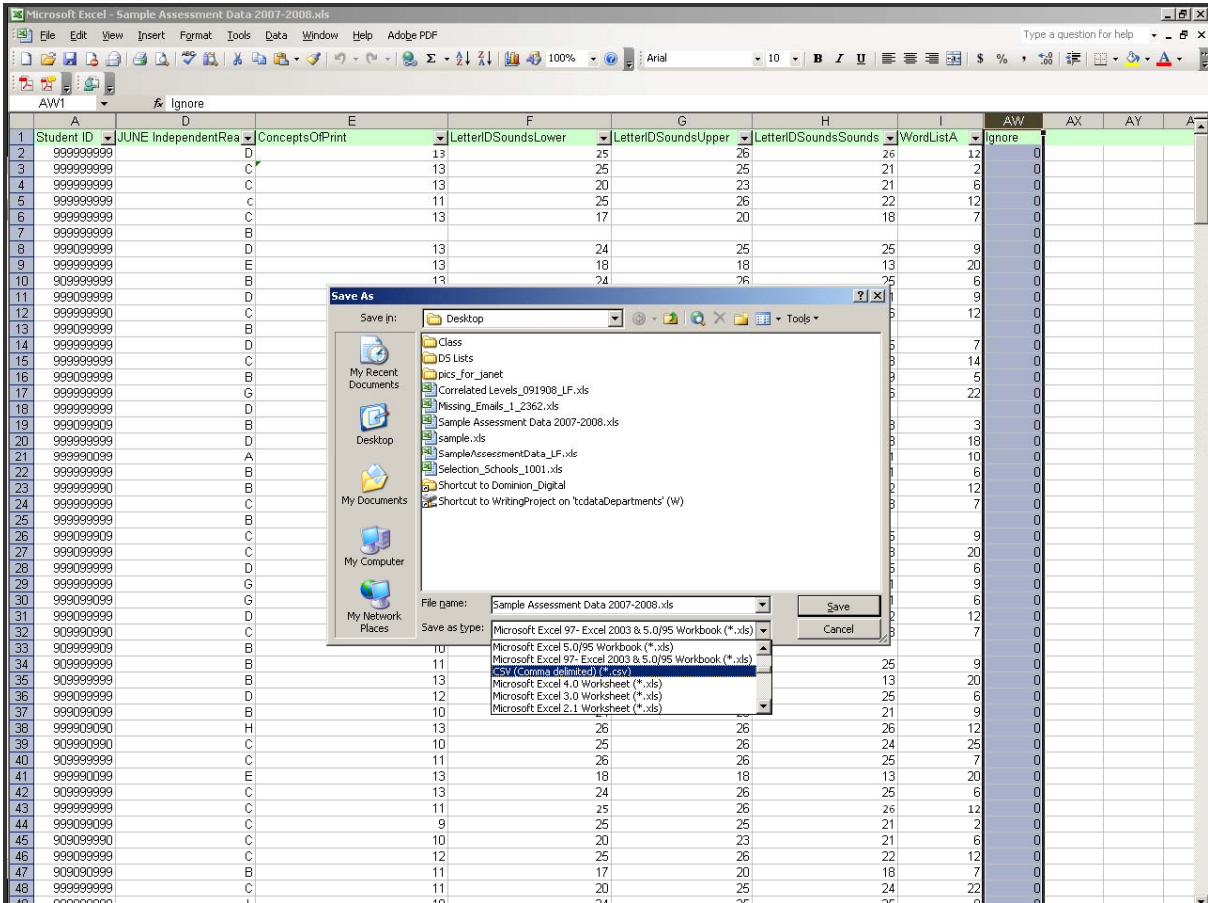
You may be asked if you wish to continue to save the file in csv format due to some incompatible data. If this happens, select *Yes.*

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.)

Homepage

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

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.

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.
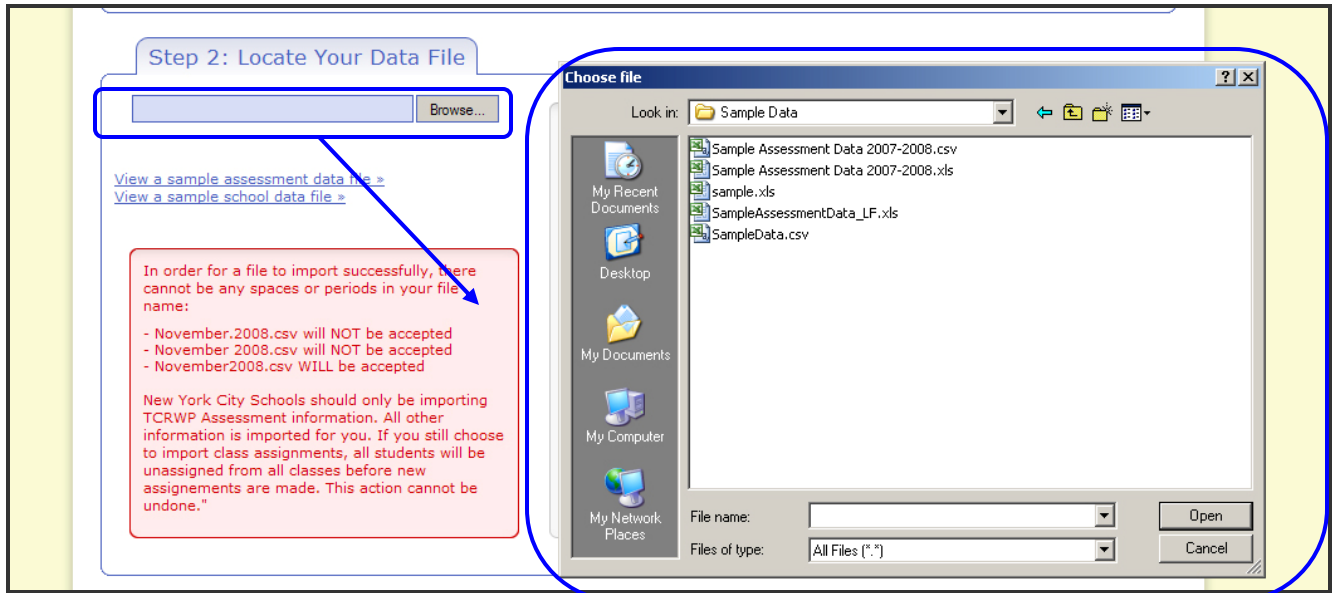
Import School Data: Step 2

- **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.

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*.
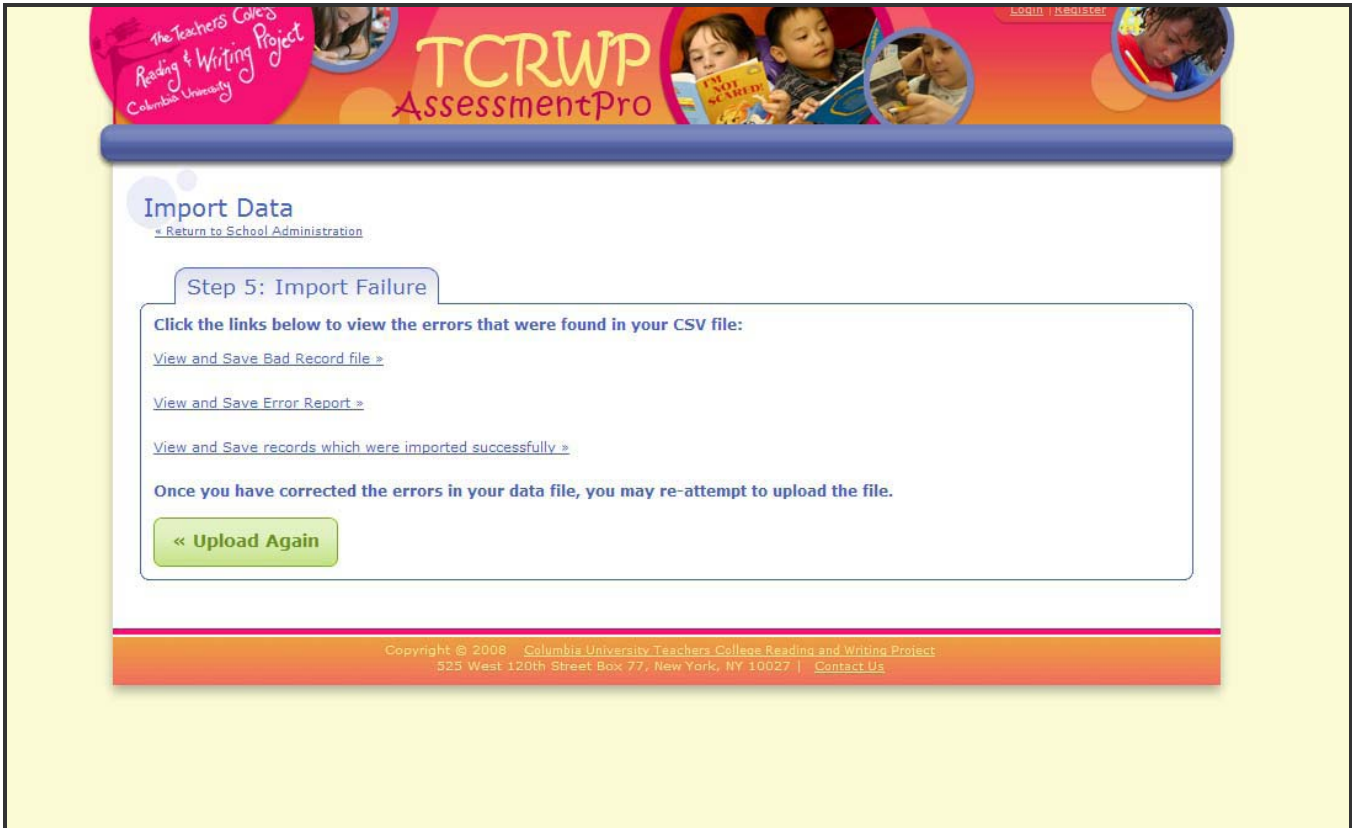

Import School Data: Step 4

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:

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).

Administration Main Page

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.

Administration

Teacher Management

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

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.

Homepage

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.