

Compass w/ NWEA

Quick Start Guide

LOGGING IN- teacher

1. url: <https://compass.rcsdk12.org>
2. Username: Employee ID
3. Password: compass(2 digit school #)
4. School: keep Odyssey
5. Click Log-in



LOGGING IN- student

1. url: <https://compass.rcsdk12.org>
2. Username: last 6 digits of ID (no 890)
3. Password: initials+birth year
4. School: keep Odyssey
5. Click Log-in

DASHBOARD

Student Status

* No NWEA learning path data will be here! This only for Activities assigned by the teacher.

SETUP – K-6 Classroom teachers

Class Uploads

*K-6 Homerooms are set for you! Only the regular ed teacher will see their class. Then need to add co-teachers.

1. Click on the **My Students** tab across the top.
2. Click on **My Classes** on the left to view your class. *
3. Click on your **Homeroom** to view your students.

Adding a co-teacher to your Class

1. Click on the **My Students** tab across the top.
2. Right-click on your **homeroom** on the left, choose “edit.”
3. Click “add” next to the teacher’s name. This teacher will now see the class when they log on.

SETUP – ESOL/Gr7&8/other teachers

Creating a Class

*If you do not have a homeroom (ESOL, Gr7&8, RTI, etc), then you will need to follow the steps below to create a class.

1. Click **My Students** tab
2. Click **New Class** in middle bar
3. Type in a class name (naming convention: grade; teacher name; ie. 5 Jones or 5 Jones/period 2)
4. You can add another teacher.
5. Click **Save**
6. To edit or delete a class, right click on the class name.

Adding students to your class

• RCSD students are uploaded to your school database. You must add them to your class.

1. Click **My Students** tab across the top.
2. Click **My School** on left, click Students
3. Click **Narrow by Attributes** on bottom, select Grade, click Narrow ->
4. Check the box(es) next to student(s) you want to add to your class. (Can choose multiple students on multiple pages.)

5. Choose **Actions** > Add to Class or drag students to left and drop in your class.

*If you do not find the student you are looking under **School** > students, contact your Compass contact. Remember, all students should be uploaded to your school from Powerschool nightly.

Adding one student to your class

* RCSD students are uploaded to your school student database. You must add them to your class.

1. On the Dashboard, enter your student’s name in the search.
2. Check the box next to student you want to add to your class.
3. Choose Actions > Add to Class or drag students to left and drop into your class.

TEACHER RESOURCES

1. After you have logged into eLearning, <https://rcsdonline.brainhoney.com/>, you can find up to date Compass information and videos for each section under the Resources> Educational Software tab> Compass.
2. Search Generation Ready (Avatar) for eLearning Compass classes.
3. Contact your building larisa.useda@rcsdk12.org or jennifer.coon@rcsdk12.org

COURSES & ASSIGNMENTS

View NWEA Learning Paths assigned to your class or a student.* (Class Progress)

1. Select **Courses & Assignments**, then select **Class Progress** from the Sub-Navigation bar.
 2. Click on your class name to view all assignments/Learning Paths assigned to your students.
 3. Click details to the left of an assignment/Learning Path to see which students have this assignment.
 - Click on the Learning Path to preview.
 4. Click the **student name** to view assignments and status for an individual student.
 - Click the “**Details**” link located to the left of desired assignment to view completed work.
 - Any score in blue, allow you to click and view quiz.
- * If you don’t have students, don’t have a class set up or your students didn’t take the NWEA, preview Learning Paths through Assignment Archive.

View NWEA Learning Paths when you don’t have students * (Assignment Archive)

1. Select **Courses & Assignments**.
2. Click **Assignment Archive**.
 - 3a. Select **Availability “My District”**,
 - 3b. Select **Search Assignment For “NWEA”**, then click on **Search** button. Grade must stay “All Grade Levels.” **Don’t choose a grade.**
 - Then continue to narrow by choosing a **Goal** listed on the

Class Breakdown report or below, make sure to choose the exact goal name.

- **K-2 Math goals:** Number and Operations, Measurement and Data, Operations and Algebraic Thinking, Geometry
 - **K-2 Reading goals:** Foundational Skills, Literature and Informational, Vocabulary Use and Functions, Language and Writing
 - **Gr 3-5 Math goals:** Number and Operations, Measurement and Data, Operations and Algebraic Thinking, Geometry
 - **Gr 3-5 Reading goals:** Foundational Skills and Vocabulary, Informational Text, Literature
 - **Gr 6-8 Math goals:** Geometry, Operations and Algebraic Thinking, Statistics and Probability, The Real and Complex Number System
 - **Gr 6-8 Reading goals:** Foundational Skills and Vocabulary, Informational Text, Literature
- You can also choose **RIT Range**. Then click **Search**.

4. Click on a RIT band folder (by most recent test date at the bottom) to open. Now you can click on activities to view.

* If you currently have students assigned NWEA Learning Paths, preview Learning Paths through Class Progress

Manually Assigning a NWEA Learning Path (Assignment Archive)

Follow steps 1-3 above.

4. Select the RIT Learning Path folder (choose the last one create from bottom of the list.)
 - Click on Learning Path to view activities, click on activities to preview.
5. Click **Assign to Students** button above.
6. Click on the plus(+) sign next to the class to show all the students, then select students to whom you want to assign the Learning path. The choose "Finish" below.
7. Lastly, uncheck the Learning path.

Un-assigning an assignment or Learning Path (Assignment Status)

1. Select **Courses & Assignments** on the Navigation Bar.
2. Click **Assignment Status** on the Sub-Navigation Bar.
3. View Status of **Assignment** OR **Student** by clicking the radio button. Click Search button in left panel.
4. Select radio button in front of the assignment or student, then click **View Status** button above.
5. Check the box in front of choice, then click **Unassign** button above.

REPORTS

Scheduling a weekly Student Progress Report to send via email

1. Select **My Students** at top.
2. On the left, click on **My School > Classes**.

3. Check box next to your class.
4. Under **Run Report** in the middle, choose **Progress Reports > Student Progress**.
5. **Student Progress Report** window opens, you will need to click sequentially through all the tabs.
 - a. **Details tab** – change report name to "Student Progress Report – weekly", **Date Range** choose "Last Week", Click **Save**.
 - b. Click each tab (**Curricula, Assignments, Students**) along the top and leave as is.
 - c. Click **> Schedule & Send** along the top. To send reports to your email select:
 - **Status "On"**,
 - **Run report "Every week"**, check a day.
 - Select **Stop "6/28/2014"** or another date.
 - Attach check **"PDF"**, click **Save**.

You are done. You can close the report window. *

7. To run report now, click -> **Run** along the top. Choose **Run Now** or **Run Offline**. Reports run provide ability to drill down to activity.
 - Run Offline reports will be in **Reports ->My Reporting Queue** when ready. You will get an email when it is ready.

* **After you set up report**, you can go directly to "Reports tab", My Templates -> My Progress Reports-> click on **Settings** to make changes and **Run** to get the report.

- **By running a report through Compass**, you can drill down to each activity to view and view a student's quiz results.
- **To print the report after you run it in Compass:**
 - Option: Default or One student per page
 - View as PDF, File → Print

NWEA

NWEA teacher log in



1. Select NWEA Teacher Login in RCD Teacher tools.
rcsd-admin.mapnwea.org/admin
2. User name: email address
 - Password: password you chose, if you aren't sure, select "forgot password."

Run Class Breakdown Report

1. Select **"View Reports & Instructional Resources"** on the left, then on the left click **"MAP Reports."**
2. Choose **"Class Breakdown Reports"**
 - keep **Term Rostered** as is with current term date.
 - If you want to pull previous NWEA test results, change **Term Tested** to a previous test administration. (It will have your current students, with last year's test scores.)
 - Leave **Report Options** by RIT.
3. Create Report
4. On report, click on Mathematics or Reading to show chart.
 - Create PDF button is above, create and print.
 - There is a Subject drop-down on top, change from Mathematics to Reading here.
5. Click on the RIT range for Learning Continuum Class View of skills and concepts.