

For MAP automation, Viewpoint customers do the following:

1. Configure an NWEA account with administrative permission for Viewpoint's use in automating This type of account has the feature, "Data Export Scheduler."
2. Email [ViewpointHelpDesk@erdc.k12.mn.us](mailto:ViewpointHelpDesk@erdc.k12.mn.us) credentials (User name and password) for the account.

Upon receipt of these credentials, a Viewpoint team member will confirm the credentials and configure the account for daily automation as follows:

Enable  
\* Required

**Frequency \***

One Time  
 Daily  
 Weekly Monday

**Term \***

Winter 2020-2021

**Export Type \***

<input checked="" type="radio"/> Comprehensive Data File	Contents include two CSV files with student info by school and assessment results, and two optional CSV files with student class program participation. These files are created per user.
<input type="radio"/> Combined Data File	Contents include student info by school and assessment results combined in a single CSV file. This file is created per user.

**Contents**

<b>Included</b>	Student info by school Assessment results	<b>Optional</b>	<input type="checkbox"/> Student class assignments <input type="checkbox"/> Student program participation <input type="checkbox"/> Student test accommodations
<b>Aggregation</b>	<input type="radio"/> By School <input checked="" type="radio"/> By District	<b>Norms Reference Data</b>	<input checked="" type="radio"/> 2020 Norms Data <input type="radio"/> 2015 Norms Data

When national norms are not available, test results will be reported with Use normative data. User Norms represent the population of students who have are not nationally representative.

After automation begins, a Viewpoint team member will send an email notification to the district.