

# The Maine Through Year Assessment User and Student Management Guide

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**2024–2025 Maine Through Year Assessment  
Reading and Mathematics**

## Contributors

The Maine Through Year Assessment is administered by the Maine Department of Education (Maine DOE).

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# Part 1—Navigating the Maine Through Year Management Platform: Acacia

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## Acacia Management and Reporting System Requirements

The management and reporting insights platform, known as Acacia, is supported on the latest versions of the following browsers:

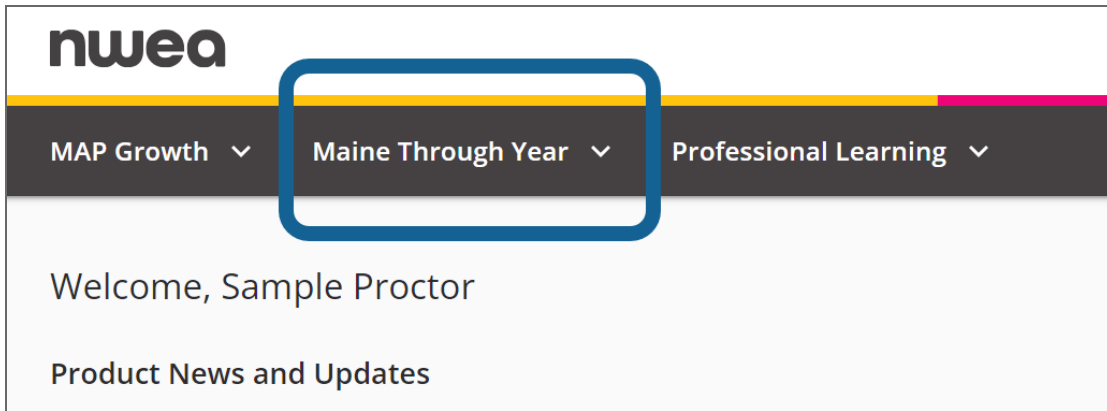
- Google Chrome™
- Mozilla® Firefox®
- Mozilla Firefox LTS
- Microsoft® Edge™
- Safari®
- Safari on iPad®

The website is optimally viewed using a 1280 x 1024-pixel screen resolution. System functionality and screens may display, operate, or appear differently in different browsers and operating systems.

## Access Acacia

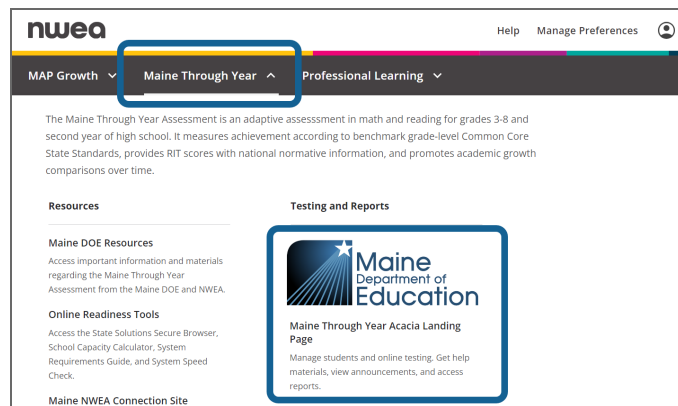
To access the Maine Through Year Assessment management platform, Acacia:

1. Log in to MAP at <https://start.mapnwea.org> using your MAP login credentials.
2. Select the **Maine Through Year** link in the top navigation menu.



3. Select **Maine Through Year Assessment Acacia Landing Page**.

You will be automatically directed to Acacia.



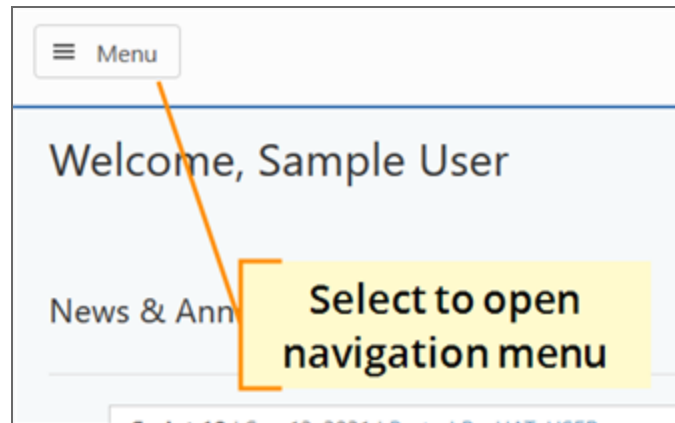
## Acacia Home

Access the Acacia home page at any time by selecting **Home** at the top of the main menu on the left. The following information is available on the home page:

1. **Announcements:** The Announcements section contains announcements from the state or district.
2. **Test Windows:** A list of test window dates for this academic year.
3. **Shortcuts:** A set of links to commonly used functions in Acacia such as Add Student, Monitor Test, or View Reports. The links available vary by user role.

## Navigation Menu

To show or hide the menu, select the **Menu** button at the top left. Menu options will vary for users based on their assigned user role.



## Profile, Help, and Logout

At the top right of the Acacia home page are the Profile, Help, and Logout icons. Use the **Profile** icon to view your profile. Use the **Help** icon to access help documentation. Use **Logout** icon to close your current session and return to the login page.

## Part 2—User Roles and Permissions

In general, your School Administrative Unit (SAU) is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA). You control access by assigning roles to each person’s user profile. A role defines what each person can do and see in the test administration site.

[Table 1: User Roles and Permissions](#) below shows which roles have access to which functions in Acacia. The district and school-level roles have the listed permissions for the district or school to which the user is assigned.

**Table 1: User Roles and Permissions**

MAP Roles	District			School			Other			
	Sys Admin	District Assess Coord	Data Admin	District Proctor	School Assess Coord	School Proctor	School Admin	Instr	External State Admin	External Advanced User
<b>Announcements &amp; Organizations</b>										
Create announcements and edit or delete your own announcements	✓	✓								✓
Search and view organization information	✓	✓							✓	✓
<b>Users</b>										
Add, view, and edit user accounts	✓	✓								
Users cannot edit their own accounts										
<b>Students</b>										
View student profiles	✓	✓	✓		✓				✓	✓
Create, edit, and delete student profiles										✓
Transfer students										✓
Import student registration files	✓	✓	✓		✓					✓
Create, edit, or delete student groups (testing and reporting)	✓	✓	✓		✓					✓
<b>Online testing</b>										
View online test sessions	✓	✓	✓	✓	✓	✓				✓
Create and edit test registrations	✓	✓			✓					✓
Print online test tickets	✓	✓		✓	✓	✓				✓

	District				School			Other		
MAP Roles	Sys Admin	District Assess Coord	Data Admin	District Proctor	School Assess Coord	School Proctor	School Admin	Instr	External State Admin	External Advanced User
Apply not tested codes (NTCs)										✓
<b>Operational reports</b>										
MAP Growth Errors Report	✓	✓	✓							✓
Materials Order Report	✓	✓	✓		✓				✓	✓
NTC Usage Report	✓	✓	✓		✓				✓	✓
Organizations Report	✓	✓	✓						✓	✓
Registration Report	✓	✓	✓		✓					✓
Student Mobility Report	✓	✓	✓		✓				✓	✓
Student Score Data File	✓	✓	✓						✓	✓
Summary Test Status Report	✓	✓	✓		✓					✓
Testing Status Report	✓	✓	✓		✓				✓	✓
<b>Score reports</b>										
Student score reports	✓	✓	✓		✓		✓	✓	✓	✓



## Part 3—View Organization Information

Each SAU and school is categorized as an organization and has information associated to it, such as an address. Permission to view this information is based on your role. For example, District Assessment Coordinators can view information at both the district and school level, while School Assessment Coordinators can only view information at the school level.

To view the organizations you have permission to access:

1. In the main menu, select **Organizations > View & Edit Orgs.**
2. On the **View & Edit Organizations** page, enter the search criteria (organization type, name, or code).
3. Select **Search** to view the results.
4. To view organization information, select the **Edit** icon in the **Actions** column. A profile page for the organization appears.

### View & Edit Organizations


To view or edit an organization, complete the selections below and click the Search button. The matching results will display in the table below. To view or edit the organization, click the organization name or the edit icon. To add a new organization below the one that you are viewing, click the Add Organization icon. Please note that most users will not have edit access.

Find Organization

Organization Type \*  Organization Name  Organization Code

City

**Results: 1**

#	Organization Name ↑	Organization Code	Organization Type	# of Users	Active Status	Actions
1	SAMPLE SCHOOL	123456	School	4	Active	

Rows per page: 25 ▾ 1-1 of 1

5. In the top right, four tabs are available: **General Info**, **Addresses**, **Users**, and **Structure**. Select the tab containing the information you want to view. Functionality varies based on your user role.

- **General Info:** View the organization name, code, type, and responsible organization (for example, the “responsible organization” for a school is an SAU).

Home / Organization / Organization Profile

### View & Edit Organizations

Organization addresses and users

School, TEST SCHOOL (0001)

**General Info** | Addresses | Users | Structure

Edit the fields below, then click the **Save** button to update information about the organizations you have privileges for.



Organization Name \*  
TEST SCHOOL 1

Organization Code  
0001

Organization Type  
School

Responsible Organization  
SCHOOL DISTRICT II

Save

- **Addresses:** View the mailing address and billing address.
- **Users:** View a list of users at the organization, including their email, role, and status. Select the **Edit** icon  in the **Actions** column to view more information about the user. User accounts can be edited in MAP Growth.
- **Structure:** View a list of child organizations (for example, a school is a “child organization” of a district). Select the **Edit** icon  in the **Actions** column to view a child organization.

# Part 4—Manage Users

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## Manage Users in MAP

User accounts are managed in the MAP platform at <https://start.mapnwea.org>. User accounts are synced daily from MAP to Acacia.

For details about managing user accounts in the MAP platform, refer to the following resources in the MAP Help Center:

- [Manage Users](#)—How to manually create and update user accounts
- [Add Staff and Roles in Roster Import](#)—How to add or update user accounts via a bulk roster import

## View a User in Acacia

To search for a user:

1. In the main menu, select **Organizations > View & Edit Users**.
2. On the **View & Edit Users** page, enter the search information.

**Note:** Required fields are marked with an asterisk (\*).

3. Select the **Search** button to view the search results.

The screenshot shows a search form titled "Search for a User to View & Edit". It contains the following fields and controls:

- Organization:** A dropdown menu with the text "- Select or Type Organization ▾".
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- User Name:** A text input field.
- Role:** A dropdown menu with the text "- Select Role - ▾".
- Active:** A dropdown menu with the text "- Select - ▾".
- Search:** A green button with the text "Search".

# Part 5—Student Registrations

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## About Registering Students

Students are rostered in the Maine Through Year Assessment Acacia platform by the Maine DOE. Students rostered by Maine DOE are automatically registered for the appropriate grade-level assessments in Reading and Math.

The **Register** function in Acacia allows SAUs to assign accessibility supports and accommodations to students in bulk.

## Upload Student Test Registrations

Use the **Upload** functionality to make changes to student registrations such as test language, accommodations, and NTCs. To register an individual student via the user interface, refer to [Add a new student](#) on page 15.

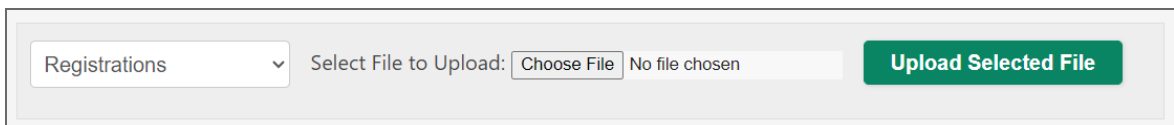
### How to upload student registrations

To upload students for the administration:

1. Download the **Registrations Report** from **Reports > Operational**.
2. Open this report in a spreadsheet editing program such as Excel and make any necessary changes. Save the updated file as a CSV.

Each student has one line per assigned test, so most students will be listed more than once. This allows you to make edits to a specific test (for example, assigning text-to-speech to Math but not Reading).

3. In the main menu, select **Students > Upload**.
4. Set the **Select Upload Type** menu to **Registration**.







The screenshot shows a user interface for uploading student registrations. It features a dropdown menu currently set to 'Registrations'. To the right is a file selection area with a 'Choose File' button and the text 'No file chosen'. A green button labeled 'Upload Selected File' is positioned to the right of the file selection area.

5. Under **Upload a File**, select **Choose File**.
6. In the **File Upload** window, navigate to the saved CSV file, and select **Open**.
7. Select the **Upload Selected File** button to import the file into the system.
8. Refresh the browser to update the status of the upload.

**Note:** Once the upload's status is **Complete**, changes appear in Acacia immediately. Refer to [Table 2: Upload Status Descriptions](#) on the next page for details.

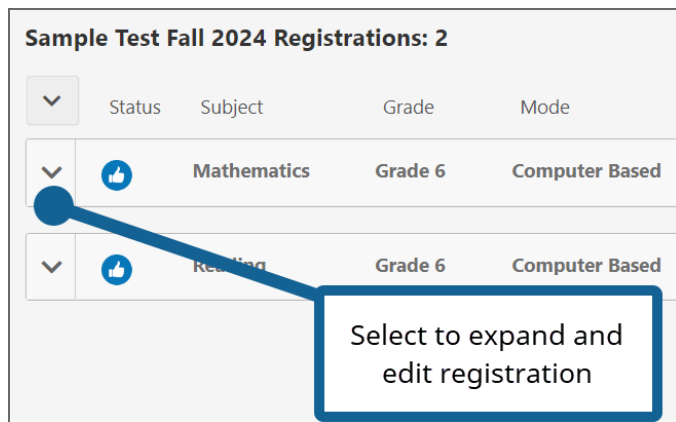
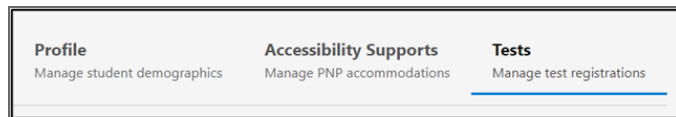
**Table 2: Upload Status Descriptions**

Icon	Upload Status Description
	Processing.
	Complete with no errors.
	Complete with errors. Check the Status column.
	Processing error. No records have loaded. Ensure the file is saved as a CSV and that all fields have data consistent with the upload spreadsheet requirements.

## Update a Student Registration via the Student Profile

To update a registration:

1. Search for and view the student's profile. Refer to [Search for a student](#) on page 15 for detailed instructions.
2. Select the **Tests** tab in the upper right.
3. Select the applicable test administration from the drop-down list then select **View Registrations**. A list of any existing registrations appears.
4. To edit a registration, select the arrow next to the registration and make any changes.
5. If a student is testing at a different school, set the **Testing School** field to the correct school.



Mathematics Grade 5 Computer Based

Testing School \*  
SAMPLE SCHOOL

Subject \*  
Mathematics

Testing Grade \*  
Grade 5

Mode \*  
Computer Based

Language \*  
English

Group

Accessibility Supports

Registration Code

Save Updates

6. Select **Save Updates** to save your changes.


# Part 6—View and Modify Students

## Add a New Student

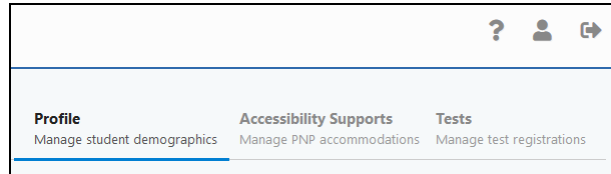
**Note:** Adding a new student must be done by the Maine DOE via a daily delta file upload. Student enrollments need to be updated in Synergy for new students to be present in the delta file.

## Search for a Student

To view a student who is already registered for an assessment administration:

1. In the main menu, select **Students > View & Edit**.
2. A student list appears. Use the filters to locate the student you want to view or edit.
3. Select the **View & Edit** icon  in the **Actions** column.

4. The Student Profile page appears. In the upper right, there are 3 tabs to choose from:



- **Profile:** Select this tab to view information about the student such as name, student state ID, and demographics such as Economic Disadvantage, 504 plan, and ethnicity.

**Note:** You cannot modify a student’s demographic information. This comes from the state-provided roster file.

- **Accessibility Supports:** Select this tab to assign or remove accommodations to the student. Refer to [Add Accessibility Supports](#) below for details.
- **Tests:** Select this tab to edit registrations.
  - For details about editing registrations, refer to [update a student registration via the Student Profile](#) on page 13.

5. To save your changes, select **Save Updates** at the bottom.

## Add Accessibility Supports

### Add Accessibility Supports to Multiple Students

The Register function in Acacia allows SAUs to assign accessibility supports and accommodations to students in bulk. Refer to [Part 5—Student registrations](#) on page 12.

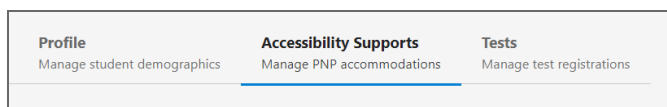
## Add Accessibility Supports to One Student Via the Student's Profile

A convenient way to set up accessibility supports for individual students is via the user interface. Accessibility supports may be added via the user interface at any time after students are registered for the assessment. Some may even be changed while the student is taking the assessment.

**Note:** Students must log out of any active assessments before supports can be added or removed.

To add accommodations:

1. Search for and view the student profile. Refer to [Search for a student](#) on the previous page for detailed instructions.
2. On the **Student Profile** page, select the **Accessibility Supports** tab in the upper right.
3. Select the applicable test administration from the drop-down list then select **View Supports**.
4. Check the boxes for the accommodations you wish to assign to the students.
5. Select **Save Updates**. A confirmation window appears.



## Not Tested Codes (NTCs)

Not tested codes (NTCs) are used solely by the Maine DOE to track special circumstances in which students' assessment data will not be included in an SAU's or school's aggregated data.

**Note:** Only Maine DOE will enter NTCs into Acacia. SAUs should not enter NTCs, and any NTCs entered by SAUs will be removed.

The available NTCs are listed in [Table 3: Descriptions of Available NTCs](#) below.

**Table 3: Descriptions of Available NTCs**

Code	Description	Explanation of use
INV	Invalid	Student's assessment was invalidated, such as due to a security breach.
EMW	Emergency Medical Waiver	The student was not assessed because of an approved emergency medical waiver. Special Considerations Exemption Instructions can be found on the <a href="#">Maine DOE Assessment Team Resources webpage</a> .
RMV	Removal	Student appears in the Acacia platform but is no longer eligible for assessment, for example due to moving out of state.

## Transfer a Student Between Schools

When a student moves from one Maine public school into another, follow these steps:



1. **SAU:** Update Synergy State Edition to reflect the student's correct school.
2. **Maine DOE:** Once the transfer is completed in Synergy, Maine DOE uploads an updated roster file and the student's new school appears in Acacia within 36 hours.
  - a. Create a daily delta roster file.
    - i. Reporting School Code reflects the new attending school for the student
    - ii. Action Field = T (Transfer)
  - b. Upload the daily delta roster file directly to Acacia.
3. **Receiving SAU:** The day after the daily delta roster file is uploaded, the SAU for the student's new school must update the student's registration:
  - a. Generate a Registration Report to confirm that the student is correctly registered.
  - b. Add any necessary accommodations or designated supports. Refer to [Add Accessibility Supports](#) on page 15.
  - c. Update the student's testing school, if necessary. This is required for students that are transferring between schools in the same SAU. Refer to [update a student registration via the Student Profile](#) on page 13.

**Note:** The Testing School cannot be modified for tests that have already been started or submitted.

4. **Previous SAU:** Remove the student's current term from the student profile in MAP.
5. **Receiving SAU:** Roster the student as normal in MAP.
6. **Receiving SAU:** To maintain historical data in MAP, refer to [How to move students between districts](#) in NWEA Connection. This help article includes a link to a form you'll need to submit.

# Part 7—Create New Student Groups for Reports of Assessment Sessions

District Assessment Coordinators, School Assessment Coordinators, and Data Administrators can create, edit, or delete student groups for reporting or online testing.

Online testing groups are not necessary for the administration of the assessment but do allow for proctors to view only the students within their room.

Users with the Instructor role will only be able to see assessment results for students in the reporting groups they are assigned to.

## Create New Student Groups

Student groups can define online testing groups or reporting groups. If you need to create a new group of students to appear in a report, or you need to create a new online testing group, you can accomplish this by creating a group and selecting the desired group type.

**Note:** Student groups cannot be created via the Registration file.

To create a new student group:

1. In the main menu, select **Students > Student Groups**.
2. Above the search criteria, select the **Create** tab on the right.
3. Select the **School**, **School Year**, and **Assessment Type** from the drop-down lists.
4. Select **Continue**.

Create Student Groups

Create a new student group here and assign teacher access for the group. This will provide the assigned teacher access to student score reports.

**Step 1 of 3: Set Properties**

School \* School Year\* Assessment Type \*

- Select or Type Organization - 2024-2025 - Select Assessment Type -

Continue

5. Select the appropriate settings for the group. If you choose a wrong setting, select the X next to that setting to remove it.
  - **Test Administration:** Select all test administrations that apply.
  - **Subject:** Select Mathematics, Reading, or both. This option determines which test will appear in reports for this group. Note that this does not change any student registrations.
  - **Group Name:** Create a name for the group.

- **Group Type:** Choose **Online Testing**, **Reporting**, or both.
  - **Online Testing:** This option creates a test session for the group under Online Testing > Manage.
  - **Reporting:** This option allows reports to be generated for this group.
- **User Access to this Group:** Assign individual users to this group. Typically, you will assign a teacher for a reporting group or a Proctor for an online testing group.

6. Select **Continue**.

**Step 2 of 3: Enter Settings**

<p>Test Administration *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Sample Test Admin Fall 2024</span> <span style="margin-left: 5px;">✕</span> <span style="margin-left: 10px;">▼</span> </div>	<p>Subject *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Mathematics</span> <span style="margin-left: 5px;">✕</span> <span style="margin-left: 5px; border: 1px solid #ccc; padding: 2px 5px;">Reading</span> <span style="margin-left: 5px;">✕</span> <span style="margin-left: 10px;">▼</span> </div>
<p>Group Name *</p> <div style="border: 1px solid #ccc; padding: 2px;">Grade3</div>	<p>Group Type *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Online Testing</span> <span style="margin-left: 5px;">✕</span> <span style="margin-left: 5px; border: 1px solid #ccc; padding: 2px 5px;">Reporting</span> <span style="margin-left: 5px;">✕</span> <span style="margin-left: 10px;">▼</span> </div>
<p>User Access to this Group</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	

Back
Continue

7. Enter search criteria to find students to add to the group. The **Grade** field is required; optionally enter last name, first name, or student ID. You may enter multiple grades.
8. Select **View** to see a list of students.
9. Select the check box next to the names of students you want to add to the group, then select the **Add To** button to add students to the list of selected students on the right.
10. To remove students from the list of selected students, select the checkbox next to the names of students you want to remove, then click the **Remove** button. The student names will move out of the list of selected students.
11. Select **Save Student Group** to create the group.

Step 3 of 3: Select Students

Last Name  First Name  Student ID

Grade \* **7**  **8**

Available Students: 48

<input type="checkbox"/>	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	ADD	HEATHER	773605	03
<input type="checkbox"/>	BRANTON	JENNIFER	773612	03
<input type="checkbox"/>	CAMPBELL	RUTH	773201	03
<input type="checkbox"/>	CUMMINGS	BARRY	973009	03
<input type="checkbox"/>	DISTRICT ID	HEATHER	773607	03
<input type="checkbox"/>	EDWARDS	PHILLIP	773502	03
<input type="checkbox"/>	ETS TEST ONE	HEATHER	773632	03
<input type="checkbox"/>	FORD	LYNN	773603	03

**9**

**10**

Selected Students: 3



<input type="checkbox"/>	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... ▾
<input type="checkbox"/>	AVELLANEDA	FRANCINE	773007	03
<input type="checkbox"/>	BAZA	PEARL	773008	03
<input type="checkbox"/>	CHAVEZ	TERI	973013	03

**11**

## Search for and View Student Groups

Student groups define reporting groups and online test sessions. Users such as teachers or proctors can be assigned to student groups, allowing that user to view reports or test sessions.

To search for student groups:

1. In the main menu, select **Students > Student Groups**.
2. On the **Student Groups** page, select search criteria using the **School**, **School Year**, and **Test Administration** drop-down lists.
3. Select the **Find** button to view a list of groups matching the search criteria.
4. Select the **Edit** icon  in the **Actions** column to update the group, or the **Delete**  icon to delete the group. Refer to [Create New Student Groups](#) on page 18 for information about the available group settings.
5. After editing is complete, select **Save Student Group** to save the changes.