

Creating Student Groups Quick Reference

Student Groups

Creating Student Groups

The group upload functionality allows for students to be assigned to groups using a batch file process. Student groups can be set up for online testing to group students together for a specific teacher or class (by name). Student groups can be created for both online testing and/or reporting. If you need to create multiple groups, you will need to have one row for each group name.

A student group created in a prior administration within the same school year will not automatically show up in student groups for the next admin; that group would likely need to have some kind of updates from administration to administration. However, those student groups from a prior administration within the same school year are still visible and accessible in Acacia, so they can be modified and updated using the pencil icon in the action column when you are in the View and Edit tab of Student Groups. In the Test Administration field, you can add additional administrations within the school year, edit the Group Name (as needed), and then add or remove students based on the current enrollment for that administration. If users prefer to do this in bulk, they can save their group upload file throughout the school year to be able to quickly change the test administration code and any other updates that may be needed (e.g., add students, remove students, update group names) and then upload the updated file and the changes will be reflected.

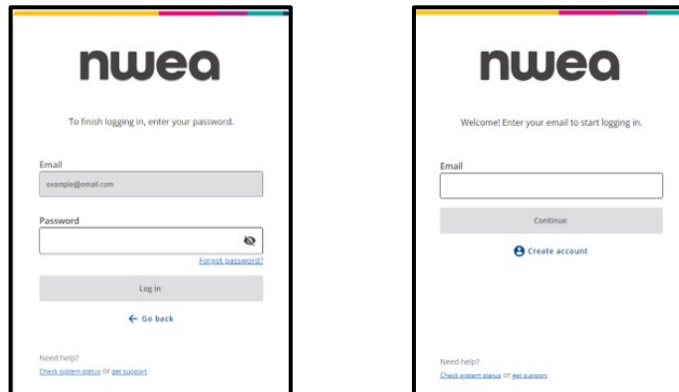
The batch file process takes a file of multiple student records and processes those records as a group. In addition to the upload function, following the upload, there are tools for reviewing processing errors. Refer to the page 6 for a list of error codes. Testing and reporting groups can only be created at the school-level by grade and student group data cannot be transferred district-to-district in The Maine Through Year Management System.

If you need assistance with group uploads, please reach out to NWEA Partner Support at (855) 430-1777.

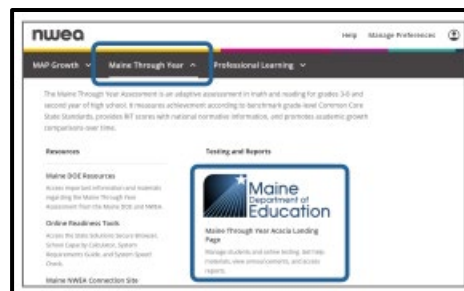
Logging into The Maine Through Year Management System, Acacia

To access Acacia:

1. Log in to MAP Growth at <https://teach.mapnwea.org> using the email address and password associated with your MAP account.



2. Select the **Maine Through Year** link in the navigation tabs and then the **Maine Through Year Acacia Landing Page** to automatically be directed to the Maine Through Year Assessment Management System.



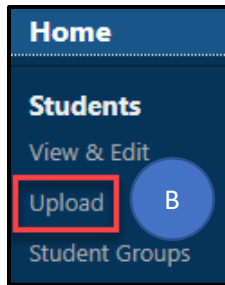
Note: If you do not have a MAP Growth account, please contact your District Assessment Coordinator or System Administrator.

How to Upload Student Groups:

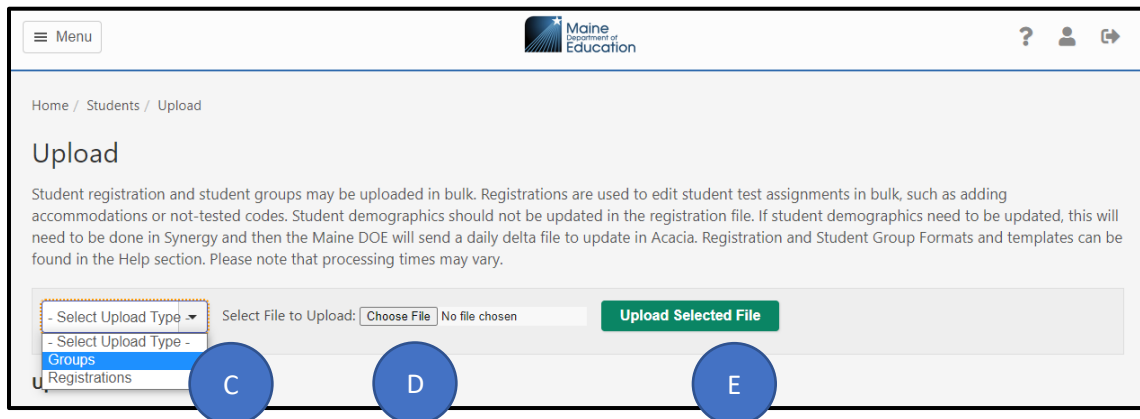
Download the **Maine Group Upload Template** available in **Help Resources (?) (A)**. Complete the template with student group information and save the file as a CSV.

Note: The **Maine Group Upload Format** document, also found in **Help Resources (?) (A)**, will provide an explanation of the fields, including required fields, within the Maine Group Upload Template.

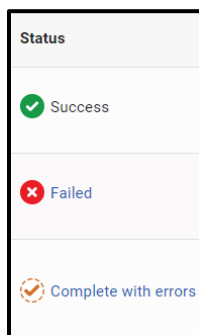
1. In the main menu, select **Students > Upload (B)**.



2. Click Select **Upload Type (C)**, select **Groups**, and select **Choose File (D)**.
3. In the **File Upload** window, navigate to the saved CSV file, and select **Open**.
4. Select the **Upload Selected File (E)** button to import the file into the system.



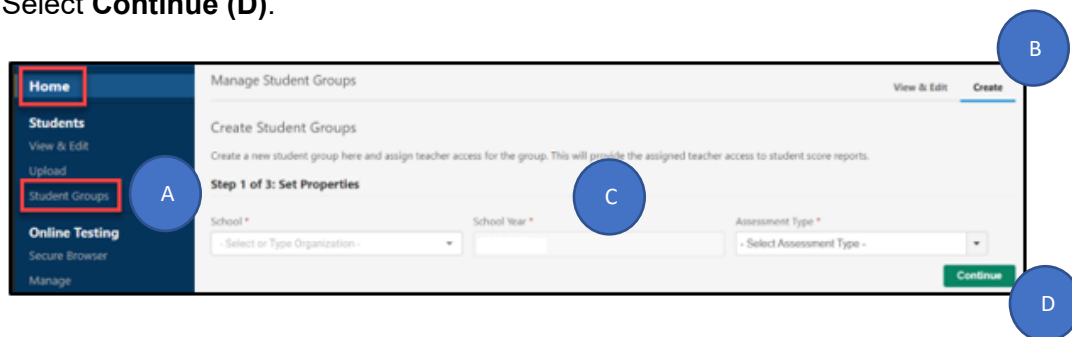
Note: Refresh the browser to update the status of the upload.



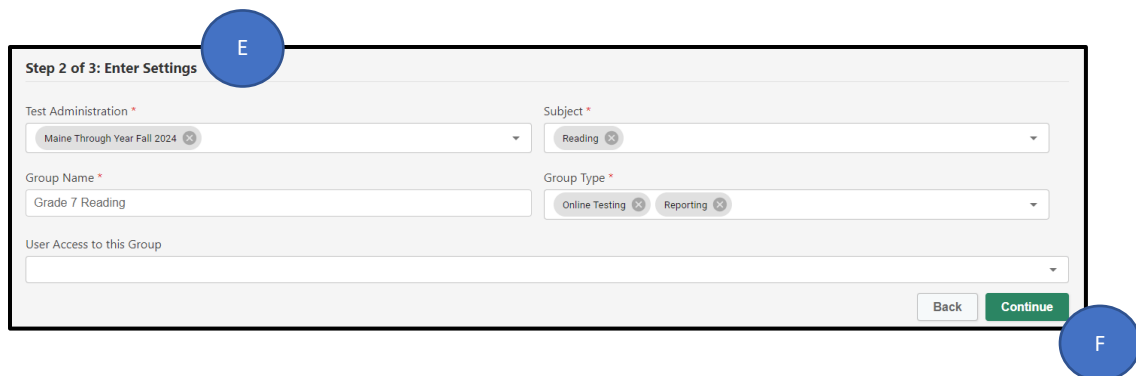
How to Create a Student Group (manually) in The Maine Through Year Management System, Acacia:

To create a new student group:

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



1. Select the appropriate settings **(E)** for the group. If you choose a wrong setting, select the X next to that setting to remove it.
2. **Test Administration:** Select all test administrations that apply.
3. **Subject:** Select Math, Reading, or both. This option determines which test will appear in reports for this group. Note: that this does not change any student registrations.
4. **Group Name:** Create a name for the group.
5. **Group Type:** Choose Online Testing, Reporting, or both.
6. **User Access to this Group:** You will need to select Teachers who need access to the group for them to access student score reports.
7. Select **Continue (F)**.



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

Step 3 of 3: Select Students

Last Name: First Name: Student ID:

Grade * **G** **H**

Available Students: 1

<input type="checkbox"/>	Last Name	First Name	Student Id	Grade	
<input type="checkbox"/>	TEST	TEST	999999998	07	I <input type="button" value="ADD TO"/> <input type="button" value="REMOVE"/>

J **K**

Selected Students: 0

<input type="checkbox"/>	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Sel"/>

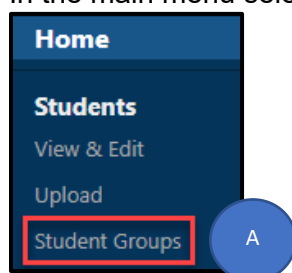
Search for and View Student Groups:

Student groups define reporting groups and online test sessions.

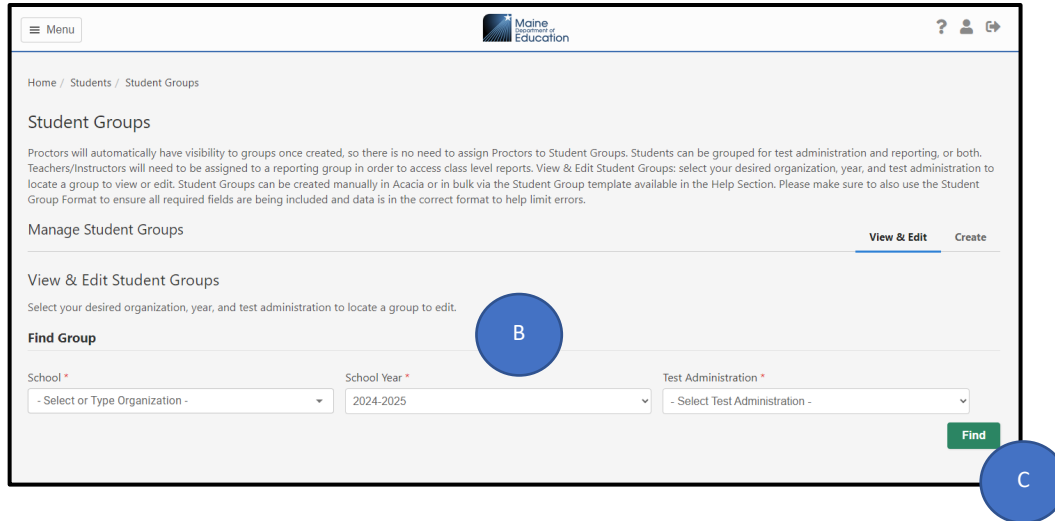
Note: Instructors will need to be assigned to a reporting group to have visibility to class level reports.

To search for student groups:

1. In the main menu select **Students > Student Groups (A)**.



- On the **Student Groups** page, select search criteria using the **School**, **Year**, and **Test Administration (B)** drop-down lists from the View & Edit tab.



The screenshot shows the 'Student Groups' page with the 'View & Edit' tab selected. A blue circle labeled 'B' highlights the 'Test Administration' dropdown menu. Another blue circle labeled 'C' highlights the 'Find' button.

Student Groups

Proctors will automatically have visibility to groups once created, so there is no need to assign Proctors to Student Groups. Students can be grouped for test administration and reporting, or both. Teachers/Instructors will need to be assigned to a reporting group in order to access class level reports. View & Edit Student Groups: select your desired organization, year, and test administration to locate a group to view or edit. Student Groups can be created manually in Acacia or in bulk via the Student Group template available in the Help Section. Please make sure to also use the Student Group Format to ensure all required fields are being included and data is in the correct format to help limit errors.

Manage Student Groups View & Edit Create

View & Edit Student Groups

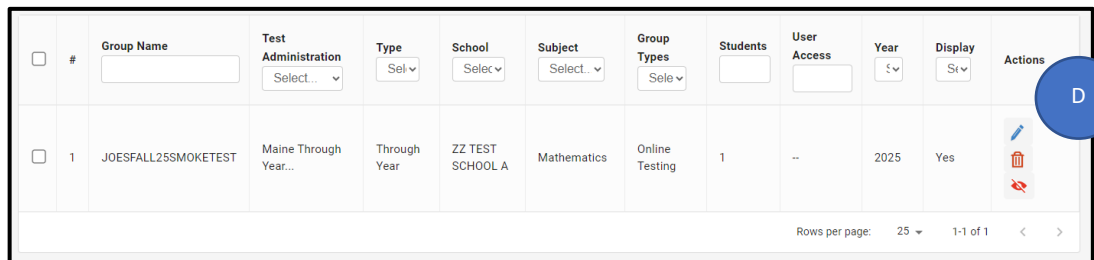
Select your desired organization, year, and test administration to locate a group to edit.

Find Group



School * 2024-2025 School Year * - Select Test Administration - Test Administration *

Find

- Select the **Find (C)** button to view a list of groups matching the search criteria.
- Click the **Edit** icon in the **Actions (D)** column to update the group, or the **Delete** icon to delete the group. Refer to **Creating Student Groups** for information about the available group settings.

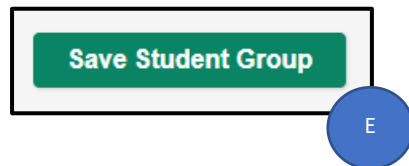


The screenshot shows a table of student groups. A blue circle labeled 'D' highlights the 'Actions' column, which contains edit and delete icons.

	#	Group Name	Test Administration	Type	School	Subject	Group Types	Students	User Access	Year	Display	Actions
<input type="checkbox"/>	1	JOESFALL25SMOKETEST	Maine Through Year...	Through Year	ZZ TEST SCHOOL A	Mathematics	Online Testing	1	--	2025	Yes	 

Rows per page: 25 1-1 of 1

- After editing is complete, select **Save Student Group (E)** to save the changes.



A green button labeled 'Save Student Group' is highlighted with a blue circle labeled 'E'.

Save Student Group

Group Upload Error Codes:

Note: The information below can also be found in the **Maine Registration and Group Upload Error Codes** document, also found in **Help Resources (?) (A)**.



Group Upload Error Messages	
Error Message	Action
There was an unknown error updating the student's group.	Cause of error unknown. Check the Maine Through Year Management System, Acacia, it is possible the changes were applied. If changes are not applied, reload the file, or manually input changes. If the error persists, please contact Partner Support.
The student is not currently enrolled at the school listed.	The student may exist but is currently enrolled at another school. Please reach out to the Maine DOE to ensure that the student is correctly rostered in Synergy and NWEA. The Maine DOE will handle the transfer in Acacia via a daily delta/roster file.
The school code listed must be a school. Please check that the school code is correct.	Verify school code in the identified row.
The student is not enrolled. Please check the student state id.	Verify MESID.
The test administration code is not correct.	The Test Administration codes for the 2024-2025 SY are: Fall 2024 - MET0924R00, Winter 2025 - MET0125R00, Spring 2025 - MET0425R00
The school code listed (+ orgCode +) must be a school. Please check that the school code is correct.	Verify school code in the identified row.