

NWEA: Professional Learning Online

The Maine Through Year Assessment is an adaptive assessment designed to measure student performance relative to Maine’s grade-level expectations while also adapting off grade level as needed to reveal student learning needs. The assessment provides RIT score data in the fall, winter, and spring, as well as grade-level performance scores and achievement levels in the spring for federal accountability. Students in grades 3-8 and the second year of high school will take the Maine Through Year Assessment in Mathematics and Reading starting in spring of 2023.

To provide access to professional learning opportunities for all Maine educators connected to the Maine Through Year Assessment, recordings of professional learning sessions will be available in [Professional Learning Online](#), specifically the course: *Maine Through Year Assessment: Professional Learning Sessions Recordings*. In this course, educators will be able to access a recording of each of the following professional learning sessions specific to the Maine Through Year Assessment: Maine Through Year Assessment Purpose and Value, Preparing Staff for the Maine Through Year Assessment, and Preparing Students for the Maine Through Year Assessment.

Users with existing access to Professional Learning Online will be given access to the course – no action is needed. Please follow the instructions below to add users who do not currently have access to Professional Learning Online.

MAINE DOE Add Member Instructions:

1. Log in to <https://start.nwea.org>
 - a. If you've never logged in to this system please choose "Register New Account" at the log in screen.
2. Make sure and choose “Maine Department of Education (14627)” if you receive this screen after login:

Agency Selection

Our records show that your account is associated with more than one Agency. Please choose the profile you wish to proceed with:

Agency

▼ Maine Department of Education (14627)

SELECT

3. Click on the “Member Management” tile (if this tile does not show up for you, please contact the NWEA Partner Support at 855.430.1777):

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The screenshot shows the NWEA Professional Learning Online dashboard. At the top, there are three navigation tabs: "Professional Learning" (which is selected and underlined), "Assessments", and "Community & Support". Below these tabs are three main tiles:

- Courses**: Active & Enrolled Online Learning. The icon shows a pencil and gears.
- My Transcripts**: Course & Workshop Activity. The icon shows a document with a waveform.
- Member Management**: Add & Edit Access. The icon shows a plus sign and a person silhouette.

4. Click on the “Add Member” tab near the top and enter the emails (school information is not needed) of the individuals you would like to add to the Maine DOE Professional Learning Online group and click the green “Add Member(s)” button (if “Send Notifications by Email” is checked the system will also send each member you add to this list an email with registration instructions):

The screenshot shows a web interface for adding members. At the top, there are two tabs: "Members" and "Add Member". Below the tabs is a section titled "Manual Entry". It contains the following text: "Type in email address and school, separated by a comma. [Why enter school information?](#) ⓘ". Below this, it says "Each member should be on a separate line. Example:" followed by two lines of example text: "john.smith@school.edu, Lincoln Middle School" and "jane.doe@school2.edu, Saint Andrews Elementary School". There is a text input field containing three example email addresses: "tier2qa06.2@gmail.com", "tier2qa06.3@gmail.com", and "tier2qa06.4@gmail.com". Below the text input field, it says "or" and "Bulk Entry: Upload CSV file". There is a file upload button labeled "Choose File" and the text "No file chosen". At the bottom of the form, there is a checkbox labeled "Send Notifications by Email" which is checked. Below the checkbox are two buttons: "Add Member(s)" and "Send Me Example Email".

5. For more information on this process please [refer to this section of the Admin Guide](#).
6. For any help or issues with this process, please contact the NWEA Partner Support at 855.430.1777.