Description: This configuration guide walks users through generating 3 exports that can be used to compliment the requirements under tables B, C, and D in the Section 98b Goal Progress Report Template (Sec. 98b Goal Progress Report Template). Currently these exports are only for districts that used NWEA to comply with the Benchmark Assessment Reporting Requirement.

The 3 exports generated are:

- NWEA Section 98 Table B – Fall 2021
- NWEA Section 98 Table C – Fall 2021
- NWEA Section 98 Table D – Fall 2021

Step 1: Login to the Michigan Data Hub cockpit and select Reports > Manage Custom exports:
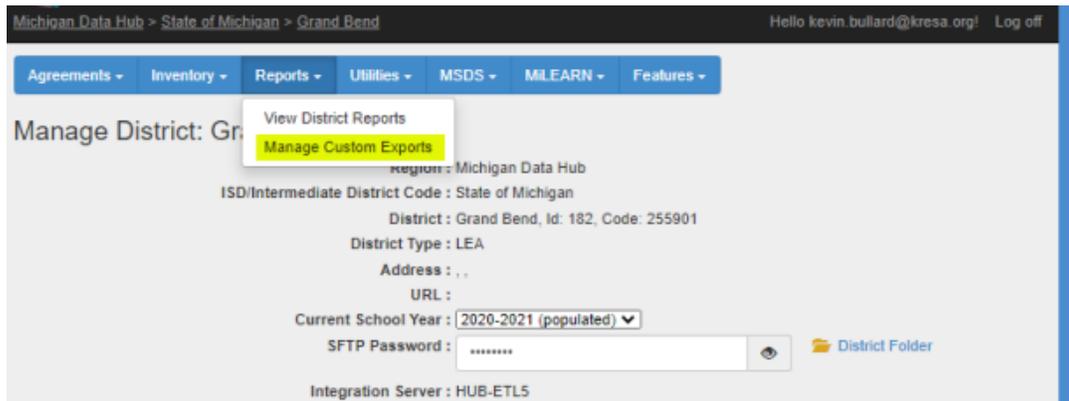
Step 2: You should now be on a screen listing all the export sets previously created.

Prior to moving forward to Step 3, please verify if there is an export set in the list labeled "NWEA Section 98 Fall". If the NWEA Section 98 Fall export set exists please skip to Step 5. If it doesn't, please proceed to Step 3.

Step 3: Locate the pull-down menu in the bottom right corner of the screen labeled "Select Query Tag" and select "NWEA Section 98 Fall". Next, click the create export set button.
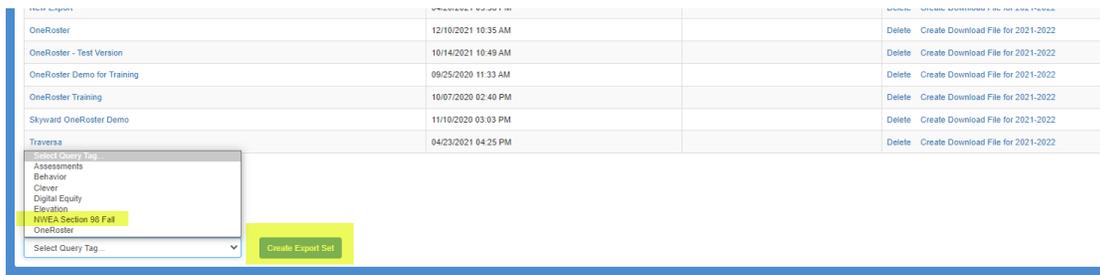
Step 4: The three exports are generated and should be located in the list of available export sets under the title of NWEA Section 98 Fall.

Step 5: Downloading the exports can be completed by clicking the Create Download File for 2021-22 link located in the last column on the same row as the NWEA Section 98 Fall title. Please note that by clicking the Create Download File for 2021-22 link, you are acknowledging to generate a link to download the files.

Upon clicking the Create Download File for 2021-22 link, you should see a new link labeled Download File for 2021-22.
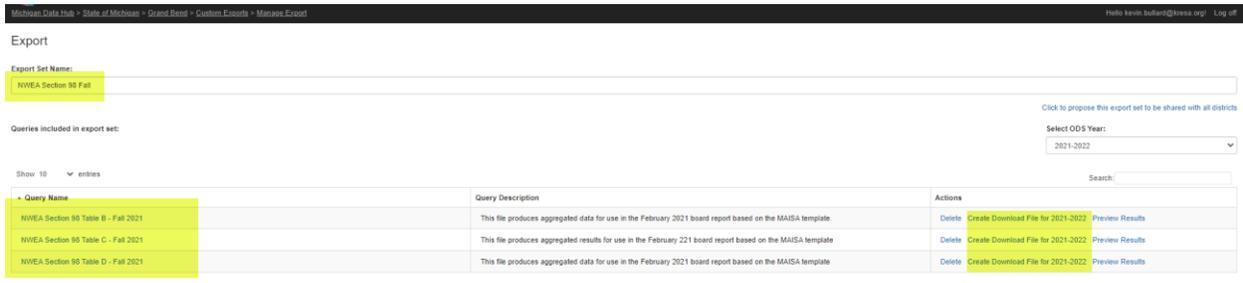

After clicking the Download File for 2021-22 link the 3 files below will download in one folder, directly to your local computer:

- NWEA Section 98 Table B – Fall 2021
  - Achievement or Growth on Benchmark Assessment - By Student Demographics
- NWEA Section 98 Table C – Fall 2021
  - Achievement or Growth on Benchmark Assessment - By Grade Level
- NWEA Section 98 Table D – Fall 2021
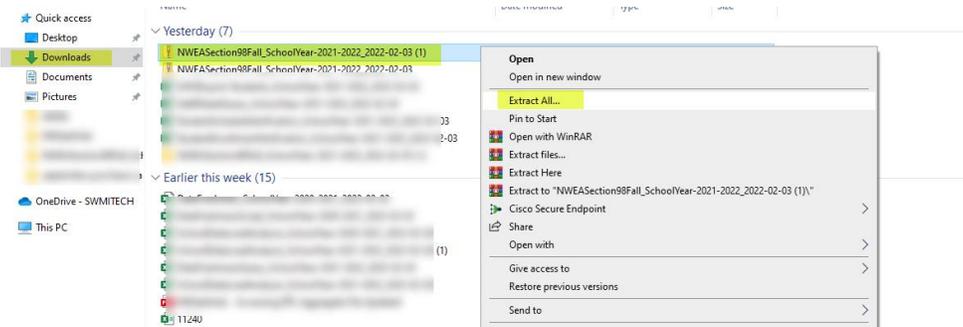 - Achievement or Growth on Benchmark Assessment - By Mode of Instruction

****Please note that during testing we found that under some circumstances (mostly size of districts) that the download process may timeout. If this happens, please repeat step 5 or download the files individually by clicking on the NWEA Section 98 Fall link, and follow the steps directly below:**

Select the file you would like to download separately by Create Download File for 2021-22 link, you are acknowledging to generate a link to download the files. Upon clicking the Create Download File for 2021-22 link, you should see a new link labeled Download File for 2021-22. After selecting the download link that file will download to your local computer.

If you experience any issues while downloading the files, please reach out to our support team at support@midatahub.org

Step 6: Locate the ZIP file containing the 3 files downloaded. Typically, this is found in your downloads folder but could vary on local settings. Under most circumstances you should be able to right click on the zip file and select Extract All to unzip the files to your computer.

Step 7: NWEA Section 98 Table B – Fall 2021

This file will assist users with providing data required under Table B - Achievement or Growth on Benchmark Assessment - By Student Demographics

NWEA Section 98 Table C – Fall 2021

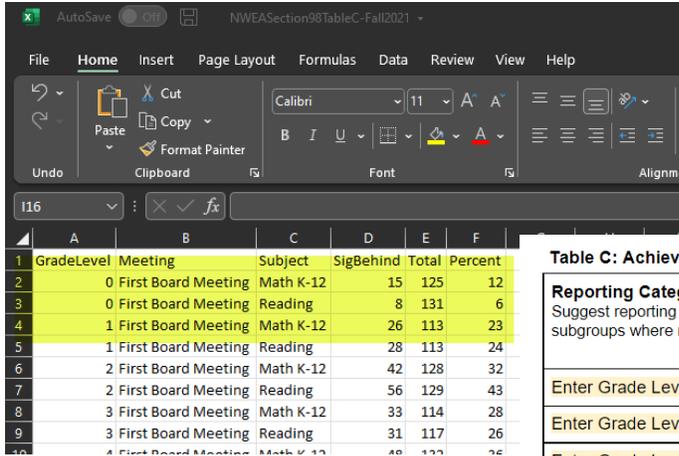This file will assist users with providing Achievement or Growth on Benchmark Assessment - By Grade Level

Table C: Achievement or Growth on Benchmark Assessment - By Grade Level

Reporting Category Suggest reporting on subgroups where n≥30	By First Board Meeting in February 2022		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
Enter Grade Level				
Enter Grade Level				
Enter Grade Level				
Enter Grade Level				
Enter Grade Level				
Enter Grade Level				
Enter Grade Level				

NWEA Section 98 Table D – Fall 2021

This file will assist users with providing Achievement or Growth on Benchmark Assessment - By Mode of Instruction
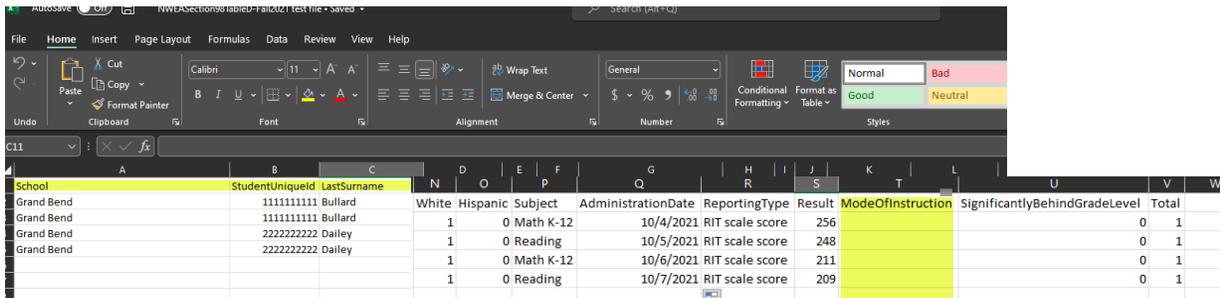

Table D

Reporting Category Suggest reporting on subgroups where n≥30	By First Board Meeting in February 2022		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
Mode of Instruction A				
Mode of Instruction B				
Mode of Instruction C				