



## TCRWP AssessmentPro Data Specialist User Manual

### Getting Started

#### Step 1: Sign in

Open your internet browser and enter the following URL into the address bar:

<https://www.rwpassessments.com>

This is the welcome page for the *AssessmentPro* system. Here you can find helpful links and information regarding TCRWP assessments. This is also where you will go to login to the system.

Your account has been created for you. Please follow these steps to log in:

1. You will notice a login when first entering the TCRWP *AssessmentPro* site.

#### If you know your password:

- a) Simply type your **full** email address into the email address field. Be sure this is the same email address that you have used to correspond with TCRWP regarding *AssessmentPro* and enter in your password. Both your email address and your password are case sensitive.

#### If you are first seeing the TCRWP *AssessmentPro* site for the first time and do not know your password:

- a) Click on "Forgot your password?"

The Teachers College Reading & Writing Project  
Columbia University

TCRWP AssessmentPro

Login | Register

Welcome

The Teachers College Reading and Writing Project welcomes you to TCRWP AssessmentPro, the web-based data platform that supports our many reading assessments. To log on, simply enter your email and password above. If you do not yet have an account, click "register" in the upper right hand corner of the screen. If your school has signed up for the TCRWP assessments and this web-based data system, your data specialist will be able to validate your registration.

To access user manuals for data specialists, administrators, and teachers, please go to the 'knowledge base' section of this system once you log in.

If you need to access the TCRWP Assessments , visit <http://rwproject.tc.columbia.edu>.

If you would like to access the 'quick start' guide which will help you quickly get started using the system, please click [here](#).

Announcements

Urgent Upcoming Workshop for Data Specialists at the Teachers College Reading and Writing Project: October 28th, 9 am – 2 pm.  
At this workshop you will learn how to manage your data now that the system is live. You will learn to manage users, add new users, sort classroom

- b) Type your full email address into the email address field. Be sure this is the same email address that you have used to correspond with TCRWP regarding *AssessmentPro*.
- c) Please then go onto your email. There you will receive a message from webmaster. If you do not receive a message from webmaster within a few minutes, be sure to check your junk mailbox.
- d) Please open the email from webmaster and scroll down to the first link on the page and click on that link. You will automatically be taken back to *AssessmentPro* where you will be asked to write your email address again and pick a password. Word of caution - make sure the password you pick is one you will remember.
- e) After entering the information, return to the *AssessmentPro* screen. Enter your login information (this will be an email address and password).

2. Click the blue login button to continue.

## Step 2: Change your password/email.

Once you have logged in, you will be brought to the Data Specialist homepage. Click on the *Edit Profile* link highlighted below.

The screenshot shows the 'Edit Your Profile' page in the TCRWP AssessmentPro system. The header includes the TCRWP logo and navigation links. A blue bar below the header displays the user's name, 'Welcome, Janet Steinberg', and links to 'School', 'Project', 'Administration', and 'User Forum'. The main content area is titled 'Edit Your Profile' and contains five input fields: 'First Name', 'Last Name', 'Email Address', 'Password', and 'Primary Role'. The 'First Name' and 'Last Name' fields have red error messages: 'First name is required' and 'Last name is required'. The 'Primary Role' dropdown is set to 'TC Administration'. A 'Save Changes' button is at the bottom of the form. The footer contains copyright information for 2008.

Under Edit profile you have the ability to change your information by simply clicking on that field and writing in whichever information you would like to use. Then press save!

## Step 3: Enter your data

(Remember, before anything shows on the homepage for the present benchmark period you need to enter your data for that period. If you want to see old data you need to make sure you select the appropriate period in the reports.)

There are three ways to enter data into the system.

The first way to enter data could be done by your classroom teachers (or by you). Allowing teachers record information is important because the teachers will see their data and be able to use it for instruction.

1. Go directly to the classroom section of Assessmentpro.

**Classroom-Level Information**

**Select a Classroom**

Classroom

**Search for a Classroom**

☒ by Classroom Name  
☐ by Teacher's Last Name

2. When you are in the classroom please go to the top tabs and click on "Quick Edit."

### Managing Your Classroom

Overview Roster Add Students **Quick Edit** Reports Letters Reading Volume

3. All you have to now is to enter your data. When you enter your data please enter it in the IRL column, not the reading level column.

**Quick Edit**

Assessment Window:

Student Name	Reading Level	Last Assessment Date	IRL	IRL Bench
	<input type="text" value="N"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="N"/>	4
	<input type="text" value="M"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="M"/>	4
	<input type="text" value="F"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="F"/>	1
	<input type="text" value="H"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="H"/>	2
	<input type="text" value="P"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="P"/>	4
	<input type="text" value="I"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="I"/>	2
	<input type="text" value="F"/>	<input type="text" value="11/3/2009"/>	<input type="text" value="F"/>	1

- Also make sure you are in the right assessment window. If you are entering September data, then please enter it in September.
- You can also enter in data for accuracy, fluency, comprehension, etc.
- Please make sure press “save” at the end to save your data.**

<input type="text"/>	I	11/3/2009	I	1	96.00	Select
<input type="text"/>	L	11/3/2009	L	2	96.00	Select
<input type="text"/>	P	11/3/2009	P	4	96.00	Select

Save

**The second way to enter data is to go to the individual student reports.**

- These reports could be found by simply going to roster in the classroom section and clicking on a student’s name.

Classroom Roster			
Student Name	Date of Birth	Grade	IEP
<input type="text"/>	2/13/2002	2nd	No
<input type="text"/>	5/17/2002	2nd	No
<input type="text"/>	7/22/2002	2nd	No
<input type="text"/>	10/2/2002	2nd	No
<input type="text"/>	6/21/2002	2nd	No

- Once you click on a student’s name you are taken to the student’s profile. Please go to the upper tabs and click on “TC Assessment.”

Managing Student Progress

Assessment Window: September 2008 Student:

Student Profile Reading Volume TC Assessment State Assessment Letters Reports

First Name:  Middle Name:  Last Name:

Student ID:  Date of Birth:  Gender:

Ethnicity:

- Once in the TC Assessment window you can enter any and all data. All you need to do is to scroll down in the under the proper assessment and its categories.

The screenshot shows the TCRWP AssessmentPro web application. At the top, there is a header with the TCRWP logo and navigation links: 'Welcome, Janet Steinberg', 'School', 'Project', 'Administration', and 'User Forum'. Below the header, there is a section for 'Assessment Window' set to 'November 2009' and a 'Student' dropdown menu. The main content area is divided into tabs: 'Student Profile', 'Reading Volume', 'TC Assessment' (selected), 'State Assessment', 'Letters', and 'Reports'. Under the 'TC Assessment' tab, there is a 'Reading Level' section with input fields for 'Reading Level (IRL):' (set to 'N'), 'IRL Benchmark:' (set to '4'), 'Reading Accuracy:' (set to '96'), 'Reading Fluency:' (set to 'Select - Optional'), 'Reading Comprehension:' (set to 'Select - Optional'), and 'Non-Fiction Reading Level:' (set to 'Select - Optional'). Below these fields is a text box with a 'Help Text' that reads: 'These readers are progressing nicely so now is a good time to support deeper comprehension. One thing you might want to do is introduce your readers to N level books. As a benchmark 4 reader you might want to guide your students to hold onto information and synthesize the information as they read by working with a partner. They could say to themselves, "So here is what I am thinking," and answer each other by saying, "Here is what I just read."' Below the 'Reading Level' section is a list of assessment categories: 'Concepts of Print', 'Letter ID', 'Letter Sounds', 'High Frequency Word Tests', 'Oral Words Per Minute', 'Primary Spelling Inventory', 'Elementary Spelling Inventory', 'Upper Level Spelling Inventory', 'Writing Assessment', and 'Custom Assessment Fields'.

- Again, please make sure that you are in the proper assessment window.

This screenshot is a zoomed-in view of the 'TC Assessment' window. It shows the 'Assessment Window' set to 'November 2009' and the 'Student' dropdown menu. The 'TC Assessment' tab is selected, and the 'Reading Level' section is visible. The input fields are: 'Reading Level (IRL):' (set to 'N'), 'IRL Benchmark:' (set to '4'), 'Reading Accuracy:' (set to '96'), 'Reading Fluency:' (set to 'Select - Optional'), 'Reading Comprehension:' (set to 'Select - Optional'), and 'Non-Fiction Reading Level:' (set to 'Select - Optional').

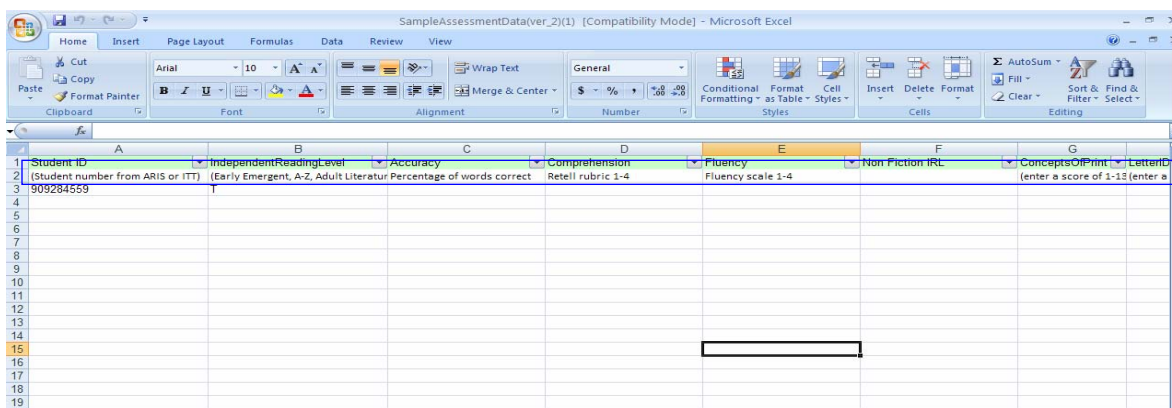
- When you have completed entering in all the data for that student please make sure that you press save at the bottom of the screen.

The third way to enter your schools data is by using a Teachers College Reading and Writing template to import your data from a spreadsheet into Assessmentpro.

The template contains all the assessments that TC offers and no, you do not have to give or enter every assessment. The only mandatory items are school id number (DBN), student id number, and independent reading level. The other assessments such as concepts of print, letter sound letter id, etc could be entered at your discretion but remember the more data entered, the more information you will have on your students.

Here are some steps you must take to prepare your data files on the teachers College template for the import process. It is important to note that your data will not upload properly if you do not prepare each document in the following way:

1. **Take out the description row (this row will only exist if you are using a template provided by TCRWP):** Highlight row 2 of the template where the descriptions are located. Do this by clicking on the number 2. Delete the entire row by *right* clicking on the number 2 after you've highlighted the row and selecting delete. That row does not belong there. It was just added to inform you of the numbers that you may have in each section.



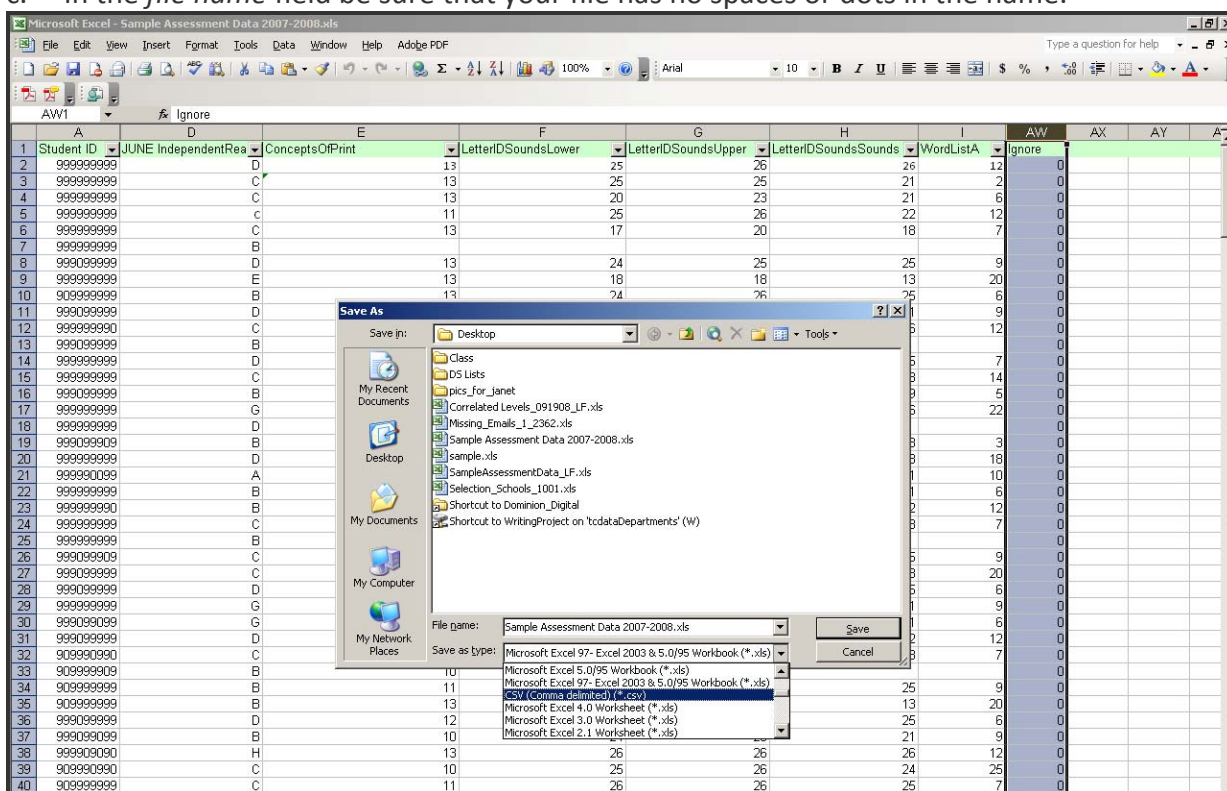
2. Please make sure that after you take away the description row you put in all data in the appropriate row under the right name.
3. Please also make sure you include your DBN number for every student record in the file.
4. **Add an "Ignore" column:** After all your data is entered scroll all the way to the right of the document until you reach the end of the title row, the next available column. In the very next row type "ignore". Enter zeros into all the cells in that row for as many student ID numbers that you have in the document (for example, if you have 401 student records, you will paste in 401 zeros in the ignore column). The reason for this is because the database needs to know that you may or may not have filled in all the parts of the template and the zero is a signal to ignore anything that isn't there.



	A	D	E	F	G	H	I	AW	AX	AY	AZ
1	Student ID	JUNE IndependentRea	ConceptsOfPrint	LetterIDSoundsLower	LetterIDSoundsUpper	LetterIDSoundsSounds	WordListA	Ignore			
2	999999999	D		13	25	26	26	12	0		
3	999999999	C		13	25	25	21	2	0		
4	999999999	C		13	20	23	21	6	0		
5	999999999	C		11	25	26	22	12	0		
6	999999999	C		13	17	20	18	7	0		
7	999999999	B							0		
8	999099999	D		13	24	25	25	9	0		
9	999999999	E		13	18	18	13	20	0		
10	999999999	B		13	24	26	25	6	0		

**5. Save your data file as a CSV document:** The *AssessmentPro* system will only be able to read your data files if they are saved in a CSV format. Once you have made the above changes, save each file in the following way:

- Click *File* and *Save As*
- In the *Save As* box that appears, look for the *save as type* selection box. Scroll down and choose CSV format.
- In the *file name* field be sure that your file has no spaces or dots in the name.



You may be asked if you wish to continue to save the file in CSV format due to some incompatible data. Select **Yes**.

*Be sure to remember where on your computer you are saving each of these files.*

*A suggestion is that you keep these files in a folder titled **AssessmentPro**. You will need to know the location to import them into **AssessmentPro**.*

## Step 4: Import your data files

On the Data Specialist homepage click on *Administration* in the top navigation bar highlighted below. (Or click on Data Management under *Administration* on the right hand side of the screen.)

The screenshot shows the TCRWP AssessmentPro homepage. The top navigation bar has links for 'School', 'Project', 'Administration', and 'User Forum'. The 'Administration' link is highlighted. On the right side, there is a sidebar with 'Administration' and 'Resources' sections. The 'Administration' section lists 'User Management', 'Student & Classroom Management', 'Data Management', and 'Assessment Management'. The 'Resources' section lists 'Knowledgebase', 'User Forum', 'Glossary', 'Getting Started', and 'User Manual'. The main content area features a 'Current Benchmark' graph and a 'Classroom-Level Information' section with a search for a classroom.

On the *Administration* main page click on the *Import School Data* link highlighted below.

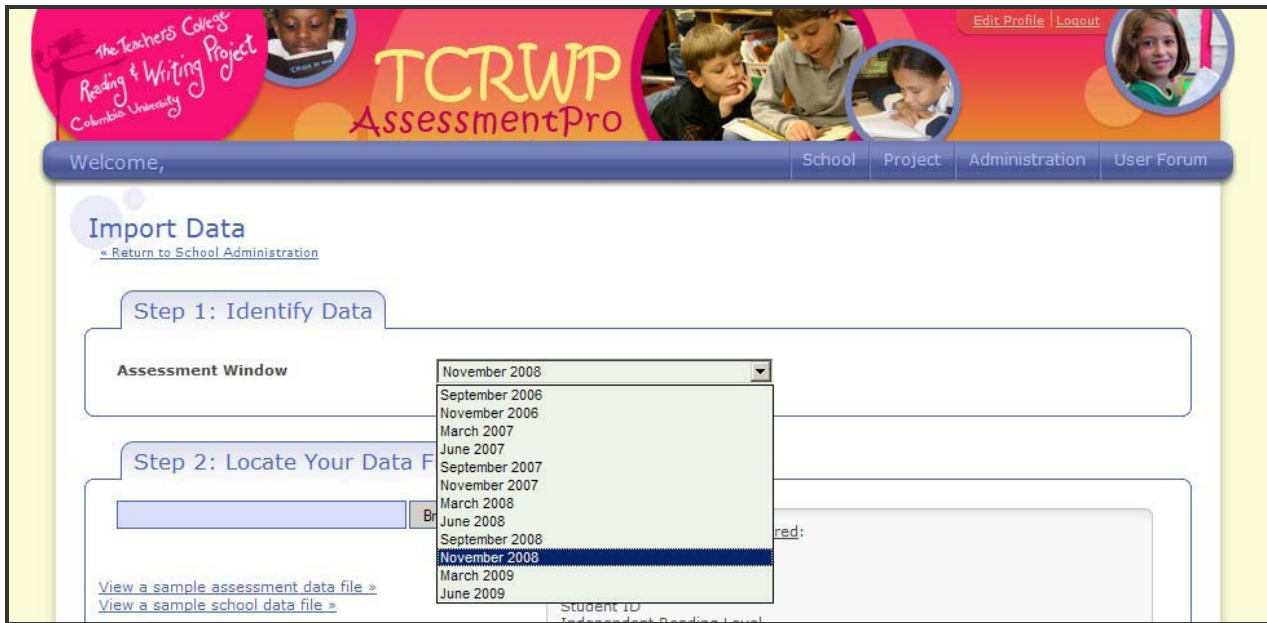
The screenshot shows the TCRWP AssessmentPro Administration page. The top navigation bar includes 'Classroom', 'Students', 'School', 'Administration', and 'User Forum'. The 'Administration' link is highlighted. The main content area is titled 'Administration' and contains several sections: 'User Management' with 'Access Management', 'Teacher Management', and 'View / Edit User Profile'; 'Student and Classroom Management' with 'Classroom Management'; 'Data Management' with 'Import School Data' and 'Export School Data'; and 'Assessment Management' with 'Define Custom Fields for Assessments'. The 'Import School Data' link is highlighted with a blue box.



There are 5 steps to importing your data:

### Importing Data – Step 1: Identify Data Period

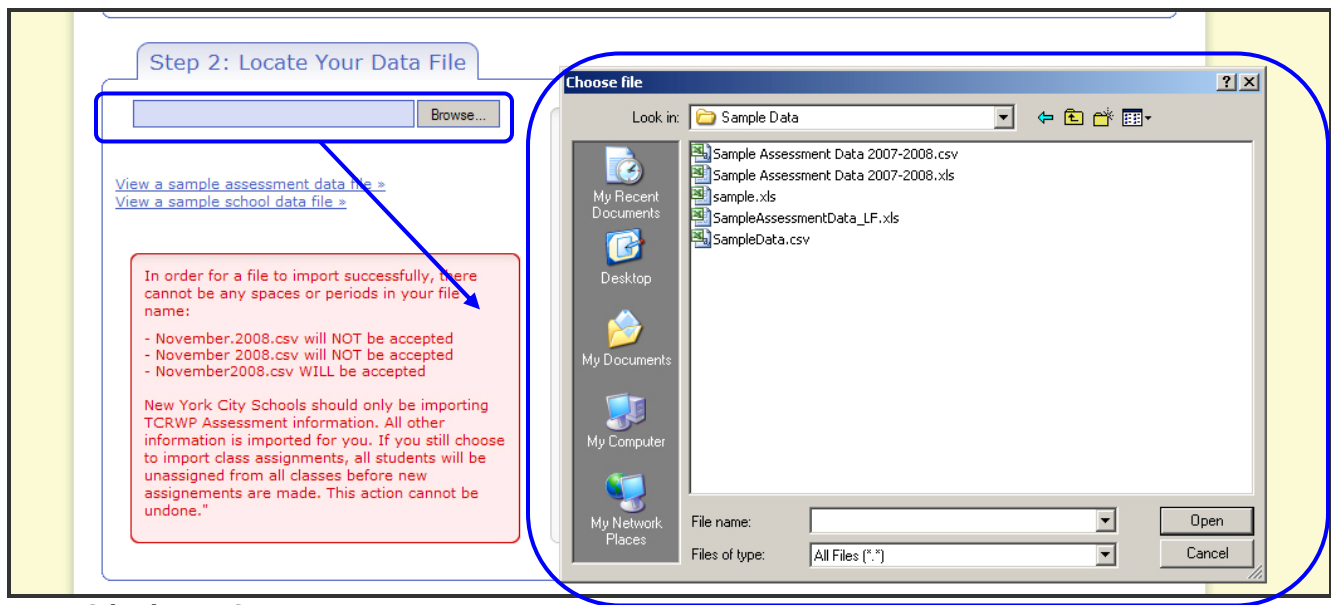
Use the drop down list to select the assessment month and year for the data you are going to import. Choosing the wrong assessment period here will record all of your data in the wrong place for all reports. It is VERY important that you carefully choose your assessment period in step one.



Import School Data: Step 1

- **Importing Data – Step 2: Locate Your Data File**

This process is very much like attaching a file to an email. Click the *Browse* button to locate your data file. This is the file that you created using a data template in Microsoft Excel. *AssessmentPro* will connect to your computer/network so you can select the appropriate data file. Clicking *Open* will populate the browse field with the file name.



Import School Data: Step 2

- **Importing Data – Step 3: Identify Type of Data**

By choosing which type of data you are about to import you are telling the *AssessmentPro* system where to store this data.

- Be sure to choose TCRWP Assessment. **Choosing Class Assignment Information will un-assign the students in your school from their current classes (this action cannot be undone).**
- Assessment Information will update/create assessment scores that are used in student profiles and in generating reports. Select TCRWP Assessment. (State Assessment information is for importing state test scores.)

Click *Next* to import your data file.

*Import School Data: Step 3*

- **Importing Data – Step 4: Match Your Data**

You will now be prompted to tell the system which columns in your file match the required TCRWP Field Names. Carefully matching your column headers as shown below to the required Field names will ensure that your data is represented properly. This step tells the system where to save each piece of data. When you are sure that your data is properly represented, click *Import Data*.

Your Column Name	TCRWP Field Name
Student ID	-Ignore Field-
NOVEMBER Independent Reading Level	Custom Assessment 2
MARCH Independent Reading Level	Custom Assessment 3
JUNE IndependentReadingLevel	Custom Assessment 4
ConceptsOfPrint	Custom Assessment 5
LetterIDSoundsLower	Custom Assessment 6
LetterIDSoundsUpper	Custom Assessment 7
LetterIDSoundsSounds	Custom Assessment 8
WordListA	Custom Assessment 9
WordListB	Custom Assessment 10
	DBN
	Student ID
	-Ignore Field-
	-Ignore Field-
	-Ignore Field-
	-Ignore Field-

*Import School Data: Step 4*

Be sure to pay close attention to the type of TCRWP Field Name. For Independent Reading Level, it is important to choose IRL and not IRL Benchmark or IRL Help Text. Doing so will record you data in the wrong places throughout the system. Please ask questions in the user forum if you feel as though you need more clarification on the field names.

### Importing Data – Step 5: Import Results

*AssessmentPro* will tell you which data was successfully imported into the system and which data had errors. There can be up to three links on this page:

- View and Save General: Clicking on this link will generate a report that tells you WHY any rows of data were rejected.
- View and Save Success: Clicking on this link will generate a CSV file that contains only the rows of your data file that imported successfully.
- View and Save Failure: Clicking on this link will generate a CSV file that contains only the rows of your original data file that were not accepted by the system. You can open this file, correct the errors, save it, and then import this file to correct the rejected rows.

The screenshot shows the 'Import Data' page of the TCRWP AssessmentPro system. The header features the 'The Teachers College Reading & Writing Project' logo and the 'TCRWP AssessmentPro' title. Below the header, the page is titled 'Import Data' with a link to 'Return to School Administration'. The main content area is labeled 'Step 5: Import Failure'. It instructs the user to 'Click the links below to view the errors that were found in your CSV file:' and provides three links: 'View and Save Bad Record file >', 'View and Save Error Report >', and 'View and Save records which were imported successfully >'. Below these links, it states 'Once you have corrected the errors in your data file, you may re-attempt to upload the file.' and includes a green button labeled '<< Upload Again'. The footer contains copyright information for 2008, the project name, address, and a 'Contact Us' link.

*Import School Data: Step 5*

## Step 5: Manage Users

A user's role will determine their level of access to data throughout the *AssessmentPro* system.

- **Teachers / Specialists** are able to enter and access their own classroom data (only).
- **Principals / Assistant Principals** have access to school-wide data and reports in addition to classroom and student information.
- **Data Specialists** have access to all aspects of the system for the school.

As a data specialist, you manage and assign these roles in the *Access Management* feature. It is important that there is only one person per school that has this responsibility due to consistency and accountability.

**You must receive authorization from your principal/administration before granting users school-wide access (assigning someone as a principal or as a data specialist).**

The screenshot displays the 'Administration Main Page' of the TCRWP AssessmentPro system. The header includes the TCRWP logo and navigation links for 'Edit Profile' and 'Logout'. The main content area is organized into sections: 'Administration' (highlighted with a blue circle), 'User Management' (containing 'Access Management', 'Teacher Management', and 'View / Edit User Profile' buttons), 'Student and Classroom Management' (containing 'Classroom Management' button), 'Data Management' (containing 'Import School Data' and 'Export School Data' buttons), and 'Assessment Management' (containing 'Define Custom Fields for Assessments' button). The 'Access Management' button is highlighted with a blue border. The footer contains copyright information for 2008.

Administration Main Page

[Edit Profile](#) | [Logout](#)

Welcome, Sara Sanchez : Ms Murphey's Class
Classroom
Students
School
Administration
User Forum

### Access Management

[Return to School Administration](#)
[Add a New User](#)

#### Pending Registration Requests

#### Schoolwide Access Privileges

Name	EmailAddress	Role	
CAMARRO, ELIZA	ecamarro@schools.nyc.gov	Teacher	<a href="#">Edit</a>
DAY, MARCELLA	mday21@schools.nyc.gov	Teacher	<a href="#">Edit</a>
DUNCAN, INGRID	duncan@schools.nyc.gov	Teacher	<a href="#">Edit</a>
FRANKENBERGER, VICTOR	vfrank@schools.nyc.gov	Teacher	<a href="#">Edit</a>
FUER, ADRIANE	afuer12@schools.nyc.gov	Teacher	<a href="#">Edit</a>
GREEN, JONATHAN	jgreen3@schools.nyc.gov	Teacher	<a href="#">Edit</a>
GRIFFIS, LORI	lgriffis22@nyu.edu	Data Specialist	<a href="#">Edit</a>
HAINES, LUPE	lhaines123@schools.nyc.gov	Teacher	<a href="#">Edit</a>
HINKEN, REVA	hinken@schools.nyc.gov	Teacher	<a href="#">Edit</a>
JENKINS, JORDAN	jjordan12345@schools.nyc.gov	Teacher	<a href="#">Edit</a>
JOHNS, LAWANA	johns234@schools.nyc.gov	Teacher	<a href="#">Edit</a>
LITTLEFIELD, MARYELLEN	Littlefield@schools.nyc.gov	Principal Assistant Principal	<a href="#">Edit</a>
MOORE, CAROLINE	moore2@schools.nyc.gov	Teacher	<a href="#">Edit</a>
MORLAND, KACIE	morland2@schools.nyc.gov	Teacher	<a href="#">Edit</a>
RAYBOULD, DARCI	raybould@schools.nyc.gov	Teacher	<a href="#">Edit</a>
SANDBLOOM, DESEREE	sandb@schools.nyc.gov	Teacher	<a href="#">Edit</a>
SANCHEZ, SARA	sanchez@schools.nyc.gov	Teacher	<a href="#">Edit</a>
SANDERSON, MINNIE	sander@schools.nyc.gov	Teacher	<a href="#">Edit</a>

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## Access Management Page

### Pending Registration

When new users in your school register themselves, you will receive an email about their registration requests. Their information will appear on the top half of the following screen, under "Pending Registration." You may choose to 'Accept' or 'Reject' any person's registration. If you accept him or her, the new user will receive an email confirmation. You may also change the role the user selected before granting them access. For example, if one of your teachers accidentally signed his or herself up as the principal, you must correct that information here before giving the teacher access.



## Schoolwide Access Privileges

The lower portion of the page, Schoolwide Access Privileges, enables you to view the name, email address, and role of each user. You can sort by any of these fields to easily locate and access the profile of any particular user. You can also edit that person's information, including their role, by clicking the *Edit* button.

## Teacher Management


To view a list of all users in your school and see which classrooms they are assigned to click on Teacher Management. The Teacher Management section allows you to quickly make sure that all classroom assignments are correct and accounted for.

If you notice that teachers are missing, see the adding new users section below.



Administration




[Edit Profile](#) | [Logout](#)

Welcome, Sara Sanchez : Ms Murphey's Class
Classroom
Students
School
Administration
User Forum

### Teacher Management

[Return to School Administration](#)
[Add a New User](#)

Name	Email Address	Classroom Name	# Students	
CAMARRO, ELIZA	ecamarro@schools.nyc.gov	<a href="#">104</a>	18	<a href="#">Edit</a>
DAY, MARCELLA	mday21@SCHOOLS.NYC.GOV	<a href="#">054</a>	13	<a href="#">Edit</a>
DUNCAN, INGRID	duncan@SCHOOLS.NYC.GOV	<a href="#">203</a>	20	<a href="#">Edit</a>
FRANKENBERGER, VICTOR	vfank@schools.nyc.gov	<a href="#">204</a>	19	<a href="#">Edit</a>
FUER, ADRIANE	afuer12@schools.nyc.gov	<a href="#">201</a>	11	<a href="#">Edit</a>
GREEN, JONATHAN	jgreen3@schools.nyc.gov	<a href="#">102</a>	18	<a href="#">Edit</a>
GRIFFIS, LORI	lgriffis22@schools.nyc.gov	<a href="#">103</a>	20	<a href="#">Edit</a>
HAINES, LUPE	lhaines123@SCHOOLS.NYC.GOV	<a href="#">277</a>	11	<a href="#">Edit</a>
HINKEN, REVA	hinken@schools.nyc.gov	<a href="#">177</a>	13	<a href="#">Edit</a>
JENKINS, JORDAN	jjordan@schools.nyc.gov	<a href="#">105</a>	13	<a href="#">Edit</a>
JOHNS, LAWANA	johns234@schools.nyc.gov	<a href="#">205</a>	22	<a href="#">Edit</a>
LITTLEFIELD, MARVELLEN	Littlefield@schools.nyc.gov	<a href="#">052</a>	13	<a href="#">Edit</a>
MOORE, CAROLINE	moore@schools.nyc.gov	<a href="#">051</a>	12	<a href="#">Edit</a>
MORLAND, KACIE	morland@verizon.net			<a href="#">Edit</a>
SANCHEZ, SARA	sanchez@schools.nyc.gov	<a href="#">202</a>	20	<a href="#">Edit</a>
SANDERSON, MINNIE	sander@schools.nyc.gov	<a href="#">077</a>	12	<a href="#">Edit</a>

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### Teacher Management

If you notice that classroom assignments are not accurate, see the classroom management section of the user manual.

## Add a New User

**Important: The DOE asks us to remind you that data specialists must get approval from administration before adding a new user.**

New Users can register for *AssessmentPro* in one of two ways:

- 1) A new user can register his or herself by clicking on the *register* link on the *AssessmentPro* login page (see next page). When this happens, the user will show up in your list of Pending Registrations where you can either approve or reject the user. If you accept him or her, the new user will receive an email confirmation. You may also change the role the user selected before granting them access. For example, if one of your teachers accidentally signed his or herself up as the principal, you must correct that information here before giving the teacher access.

The Teachers College Reading & Writing Project  
Columbia University

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AssessmentPro

Login | Register

### Welcome

The Teachers College Reading and Writing Project welcomes you to TCRWP Assessment, the web-based data platform that supports our many reading assessments. To log on, simply enter your email and password above. If you do not yet have an account, click "register" in the upper right hand corner of the screen. If your school has signed up for the TCRWP assessments and this web-based data system, your data specialist will be able to validate your registration.

If you are a NYC school and you are interested in the TCRWP Assessment, you can access those at <https://rwproject.tc.columbia.edu>. If you are a NYC school interested in TCRWP Assessment, this web-based data platform, please have the data specialist for your school contact the DOE at [periodicassessment@schools.nyc.gov](mailto:periodicassessment@schools.nyc.gov). If you are outside of NYC and are interested in this platform, contact us at [readingandwritingpro@tc.edu](mailto:readingandwritingpro@tc.edu).

You may preview the reports and pages of this platform at our website, at <https://rwproject.tc.columbia.edu>. Simply click on the link for TCRWP Assessment Preview.

### Announcements

Upcoming assessment workshops at TCRWP: [August 28th](#) and [September 23rd](#).

Status Report for TCRWP Assessment: Currently, members may:

- log in,
- register,
- create classroom rosters,
- access student data,
- enter current reading levels, and
- view student history pages.

To receive assistance entering additional (missing) data on students, please contact [readingandwritingpro@tc.edu](mailto:readingandwritingpro@tc.edu) to get a data template (before September 15th). After September 15th, schools will be responsible for entering this data manually.

Check in on October 25th for updates on printing charts and graphs and doing a mail-merge for a parent letter for report cards.

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Homepage

- 2) A data specialist also can add a new user by clicking on the *Add a New User* button from either the Access Management or Teacher Management screens in Administration. Clicking *OK* will save the new user's information in all applicable places throughout the system. *AssessmentPro* will send an email to the new user with a log-in procedure. A teacher will be able to enter and access his/her own classroom data once the data specialist has approved him/her as a new user.