

Teacher Directions for the MAP Screener

(Oral directions on the last page)

Before the day of the test:

- Log into MAP: <https://teach.mapnwea.org>
- Click "**Manage Test Sessions**" on the left in blue.
- Click "**Find Students to Test**"
- Make selections from pull down menus and click "**Search**"
- All students should already be checked; click "**Add Students**"
- Scroll down to the student list; click the checkbox near the words "Last Name"
- Click the button, "**Assign Test**"
- Choose the assessment you want to assign
 - Make sure you choose from the "Growth" assessments for the Sep., Jan., and May windows
 - Choose either "Math" or "Reading"
 - Choose either "K-2" or "2-5" (2nd Grade should go with "K-2")
- Click "**Assign**"
- Click "**Save Session**" at the bottom
- Choose a name that you'll remember what it stands for and will be easy for kids to type

Beforehand on the day of the test (or even the day before):

- Make sure headphones work (for Kinder-2nd Grade)
- Close all open apps
- Restart the whole ipad

If it's the first time, students need to download the app, "NWEA MAP Testing".

On the day of the test

- ❑ Teachers log into MAP: <https://teach.mapnwea.org>
- ❑ Click "**Manage Test Sessions**" on the left in blue.
- ❑ Click on "**Saved Testing Sessions**" at the bottom and choose the test you want the kids to take from the pull down menu.
- ❑ Click on "**Test Now**" on the left side.
- ❑ The students should open the app on their ipads.
- ❑ On the teacher computer, there will be a horizontal box with "**Test Session Name**" and "**Session Password**". The students will need to type these into their app. (It doesn't matter if it's upper or lower case.)
- ❑ The students should then click "**Join**".
- ❑ After the students type in the Session Name and Password, they will need to choose their name from a drop down list.
- ❑ Since the teacher already assigned the test, the test option is already filled in for them.
- ❑ Students should click "**Next**".
- ❑ Then they will click "**Yes**" that their name and test are correct.
- ❑ The teacher will need to "**Confirm**" the students' choices on the teacher computer.
 - ❑ First you may need to "**Refresh**" the list by clicking the blue box "**Refresh**".
 - ❑ Then click the boxes to the left of each student's name needing confirmation. (You can choose all of them by clicking on "**Select Status**" and then "**All**".)
 - ❑ Click white button "**Confirm Now**" at the upper right.
 - ❑ This should change the student screens to now have the option of "**Start Test**".
- ❑ Students click on "**Start Test**".
- ❑ When students finish, they can click "**Done**".
- ❑ Only when ALL students in the class have finished the test, teachers can then "End Session" - make sure no one is absent.

Directions to read:

This is not a timed test, and you will have enough time to read and answer all the questions. Give this test your best effort.

Some questions will be easy, and others will be more difficult. You cannot get all the answers correct, but that is okay. If you really do not know the answer to a question, try to eliminate some answer choices, and then choose the best answer out of the remaining options. You do need to answer all questions.

Some important things to remember as you are taking the test are:

- After you sign in, please raise your hand if your computer screen does not show your name.*
- Before you click the Next button, you may change your mind and pick a different answer. But, once you click Next or press the Enter key, you are finished with that question. Your answer is locked into the system, and you cannot change it or go back to a question you have already answered.*
- If you come across a question that appears to be missing answers, questions, or instructions, raise your hand for help.*

Mathematics Testing

On some (but not all) test questions, a calculator tool appears at the top. You can click the calculator picture to open an on-screen calculator that helps you answer the question.

If you are unsure about a word in a question, raise your hand for help. I can pronounce the word for you, but I cannot tell you what the word means or explain any math symbols.

Reading and Language Usage Testing

If a reading passage is too long to fit on the screen, use the scroll bar on the right side of the passage to scroll down and display the rest of the passage and questions about it.

Sometimes the same passage appears again and again, but look carefully, because you will see a different question for the same passage.