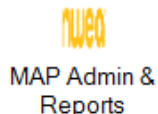


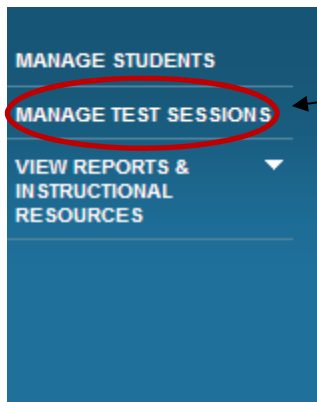
Step-by-Step MAP Guide – Create/Manage a Test Session

For Help: adc@powayusd.com or 858-521-2881



- Log in to “MAP Admin & Reports” from your PUSD Applications Window or type <https://powayunified-admin.mapnwea.org/admin/>
- User Name is your full e-mail address; password is something you set up with NWEA

1.



MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students. Click Test My Class button to select class.

Find Students to Test

Test My Class

- Click on “Manage Test Sessions”
- Click on “Test My Class”
- Choose Class/Period

TEST STUDENTS

Testing Session Name: dunk7725 Session Password: 4552

Proctor Interrupt PIN

Total Students: 28
Testing: 0

Proctor Action Needed:
To Be Confirmed: 0
Paused: 0

Confirm Now

End Testing Session

Add More Students Create Student Refresh Status

Information on this page updates automatically every 60 seconds. Click Refresh Status to see current information.

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Select Status...

Select Action...

Assign Test(s)

Assign Accommodations

Remove Student(s)

Select Status	Status	Approximate Question #	Test Assignment	Accommodations
All	Awaiting Student	-		No
Awaiting Student	Awaiting Student	-		No
To Be Confirmed	Awaiting Student	-		No
Testing	Awaiting Student	-		No
Completed	Awaiting Student	-		No
Paused	Awaiting Student	-		No
Suspended	Awaiting Student	-		No
None	Awaiting Student	-		No

2.

Assign the same test to all students:

- Click “All” from the “Select Status” dropdown
- Click on “Assign Test(s)”
- **Choose a test from the drop down**

- Growth: Algebra 1 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Algebra 2 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Geometry CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Integrated Mathematics 1 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Integrated Mathematics 2 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Integrated Mathematics 3 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Growth: Language 2-12 CCSS 2010 V2 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Math 2-5 CCSS 2010 V2 (Common Core Mathematics: 2010)
- Growth: Math 6+ CCSS 2010 V2 (Common Core Mathematics: 2010)
- Growth: Math K-2 CCSS 2010 V2 (Common Core Mathematics: 2010)
- Growth: Reading 2-5 CCSS 2010 V3 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Reading 6+ CCSS 2010 V3 (Common Core State Standards English Language Arts/Literacy: 2010)
- Growth: Reading K-2 CCSS 2010 (Common Core English Language Arts: 2010)
- Screening: Algebra 1 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Screening: Algebra 2 CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Screening: Geometry CCSS 2010 (Common Core State Standards Mathematics: 2010)
- Screening: Integrated Mathematics 1 CCSS 2010 (Common Core State Standards Mathematics: 2010)

3.

Click “Assign”

Assign

Cancel

Step-by-Step MAP Guide – Create/Manage a Test Session

4.

Write your Testing Session Name and Password on the board for students to see. Students will login through a series of prompts (See Student Login Guide)

5.

As students log in, you will see “To Be Confirmed” popping up next to student names, on the proctor screen.

Start clicking “Refresh Status” and “Confirm Now” buttons often until all students are testing. The program only refreshes on its own every 20 seconds.

6.

Most students will finish within the 1-1/2 hour scheduled testing time. When they finish testing, their status will show “Completed”. However, if a student does not finish, do the following:

- Click in the box to the left of their name
- On the “Action” dropdown, select “Suspend”

7.

To end the testing session:

- Click on “End Testing Session”. You can save the session name or delete it.
- Ending the session will automatically suspend any students still testing.

Step-by-Step MAP Guide – Create/Manage a Test Session

Troubleshooting Guide and Helpful Hints

Click “Refresh” often:

- Before choosing an “Action” from the dropdown list, click “Refresh”

If you get a white screen:

- This means the connection has been lost to NWEA. Press the F5 button on your keyboard to refresh or click the “Refresh Status” button. You may have to do this more than once, please be patient.

If “Test My Class” is grayed out or you can’t open a saved Testing Session:

- You already have an active testing session open.
- Click on “Return to Testing” on the right hand side near the top of the page.
- Either “End Testing Session” to begin a new one or continue testing in the current session.

If a student can’t find their name on the dropdown list:

- Have student click “Clear” then F5 to refresh, if refresh doesn’t work then,
- Check status on Proctor screen. If status is anything but “Awaiting Student”, the student’s name will not come up in the list for the student to log in.

If a student’s status says “Confirmed”, but they are logged into the testing system:

- Click next to the student’s name
- Under the **Actions** dropdown select on “Do not confirm.” This should put the student in “Awaiting Student” mode.
- Have the student click “Clear” or F5 to refresh. They should now see their name.

To include other students in an existing testing session:

- Click “Add More Students” and enter student ID number
- Click “Search”, select the desired students then click “Add Students”
- “Save and Return to Testing” (scroll down)
- Click next to the student’s name
- Click on “Assign Test(s)” and select a test
- Click on “Assign” and wait for student to log in

To switch a student to another test:

- Select the student by putting a check next to their name
- Choose “Test Again” from the “Action” button
- Again, put a check next to their name
- Click on “Assign Test(s)” and choose the new test
- Click “Assign”, the status will say, “Awaiting Student”. The student can now login.

Step-by-Step MAP Guide – Create/Manage a Test Session

If you can't change the Action on the Proctor computer:

- Click Ctrl+Shift+L on the student's computer and the Proctor menu will come up. You will need to log in with the Proctor's pin found on the upper right of the Proctor screen. Mouse over the words Proctor Interrupt pin to see the number.
- You can suspend, pause or terminate the student's test from this menu on the student screen, instead of the Proctor screen.

Keep good records of who needs a make-up test:

- Make-up testing will go much smoother if you have a list of which students need which test. i.e. John Smith needs Math 2-5

To close the student Lockdown Browser:

- Click "X" in upper right hand corner or Ctrl+Shift+Q

Step-by-Step MAP Guide – Create/Manage a Test Session

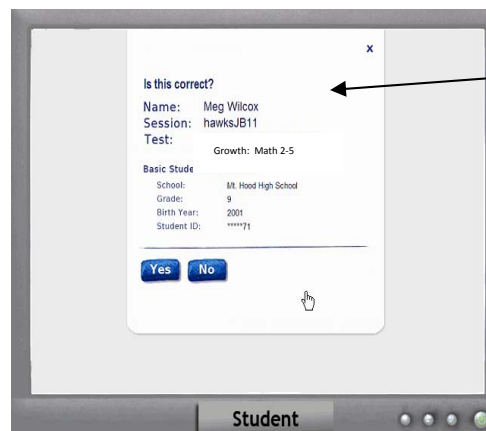
Student Login Guide

1. Students will log in to the computer with their own PUSD login. For primary grades (K and 1) be sure to check that the volume is not muted prior to accessing the NWEA Lockdown Browser. Check that headphones are working.
2. In the Applications Window, they will choose the NWEA Lockdown Browser



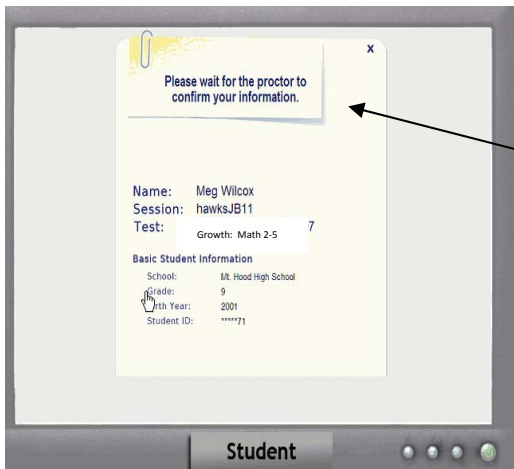
3. Enter the Test Session Name and Password (Proctor has written it on the whiteboard), Student clicks "Join" to start the session.

4. Students will choose their name from the dropdown. The test name will be listed. Student clicks "Next".



5. Students will come to a screen that will ask them if the information is correct. Once the student has checked their information, they should click "Yes".

Step-by-Step MAP Guide – Create/Manage a Test Session

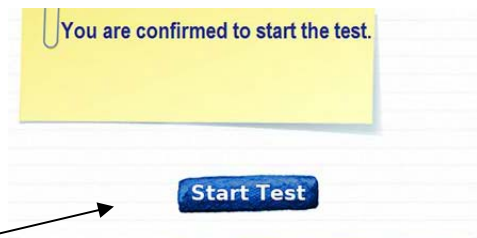


6.

Students will next come to the "Please wait for the Proctor to confirm your information" page.

7.

When the Proctor confirms the student, the student screen will change and the student should click on "Start Test" to begin testing.



8.

When finished testing, scores are displayed and students will:

- Scroll down and click "Done"
- Click "X" in the upper right corner to exit the Lockdown Browser
- Then log out