



HOW TO: TEACHER ACTIONS

Student statuses

The table below defines each of the status options a teacher or proctor may see next to a student's name before, during and at the end of the MAP Test. Understanding what each status indicates is helpful to monitor student progress on MAP and determine if any actions or support is required.

Student status	What it means
<i>Awaiting Student</i>	The test session has been set up, and the student can log in
<i>To Be Confirmed</i>	The student has logged in and is waiting to be confirmed by the proctor
<i>Confirmed</i>	The student has been confirmed and can begin the test [the "Start Test" button will appear on the student's computer screen]
<i>Testing</i>	The student is testing
<i>Suspended</i>	The student's test has been suspended by the proctor
<i>Paused</i>	The student's test has been paused by the proctor
<i>Completed</i>	The student has completed the test

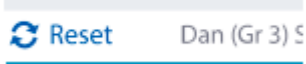
Teacher actions

In order to navigate and support students through their test session, there are a few actions a teacher or proctor should be familiar with. These actions can be accessed from the "Select Action" dropdown menu after checking the box next to a student or students name.

Teacher action		When to use
1	Confirm	When a student is logged in and ready [status must say " <i>to be confirmed</i> "]
	Do Not Confirm	When something goes wrong at the beginning (start test button does not appear, student clicks out of test window, etc) [status must say " <i>confirmed</i> "]
2	Pause	When a student needs to go to the restroom or needs a brain break [status must say " <i>testing</i> "]
	Resume	When a student is ready to begin again after a test has been paused [status must say " <i>paused</i> "]
3	Suspend	When a student is going to finish his/her test at a later date When something goes wrong during the test (student clicks out of test window, student gets kicked out of the test, the test window freezes, etc) [status must say " <i>testing</i> "]
	Test Again	When a student is ready to restart a test that has been suspended [status must say " <i>suspended</i> "] <i>*If a student is completing a test in a different session, he/she can sign in normally. When confirmed, a pop up box will alert the teacher that there is a test to complete</i>
4	Terminate	When a student's test has been suspended and the student will not be finishing the test <i>*Principal/administrator approval only</i>



Troubleshooting

IF	THEN <i>[On your Proctor console]</i>
A student was confirmed but cannot start the test	Select Action > “Do not confirm” <i>The student will then need to log in again with the session name and session password and be confirmed.</i>
A student’s test freezes	Select Action > “Suspend” the test, then Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password and be confirmed.</i>
A student closes the test window.	Select Action > “Suspend” the test, then Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password and be confirmed</i>
A student needs to stop testing and continue at a later date/time	Select Action > “Suspend” the test <i>The student will then need to log in again with the session name and session password.</i>
A student's name does not appear/is missing from Sign In	<u><i>If the student’s name is on the teacher proctor page:</i></u> The student's status must be “Awaiting Student” in order to appear in the sign in. Select an action depending on the Status: <ul style="list-style-type: none"> - Confirmed: Choose Select Action > “Do Not Confirm” (you will confirm again later) - Testing: Choose Select Action > “Suspend” then Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password.</i> - Suspended: Choose Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password.</i> <u><i>If the student’s name is not on the teacher proctor page:</i></u> If the student does not appear on the proctor page, the student needs to be added to the testing session.
Question appears blank (white screen) –or– “Please raise your hand” appears	Select Action > “Suspend” the test, then Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password.</i>
A student’s test question won’t load – or– Testing is slow	On the student testing device, click Reset [bottom left corner of the student test screen]  If this is not effective, Select Action > “Suspend” the test, then Select Action > “Test Again” <i>The student will then need to log in again with the session name and session password.</i>
Need to skip a broken question	Select Action > “Pause” the test, then Select Action > “Resume” <i>The student will then need clicked Resume, and a new question will appear.</i>
A student’s test is missing	When a student’s screen says “Oops where’s my test” <ul style="list-style-type: none"> - <u><i>Minimized:</i></u> OPTION 1 - Often a student accidentally clicks out of the test screen -- Look to see if the student minimized the testing window [if you can’t find the window go to option 2 ↓] - <u><i>Closed out:</i></u> OPTION 2 - Sometimes the student the student accidentally closes out the testing window -- Select Action > “Suspend” the test, then Select Action > “Test Again”