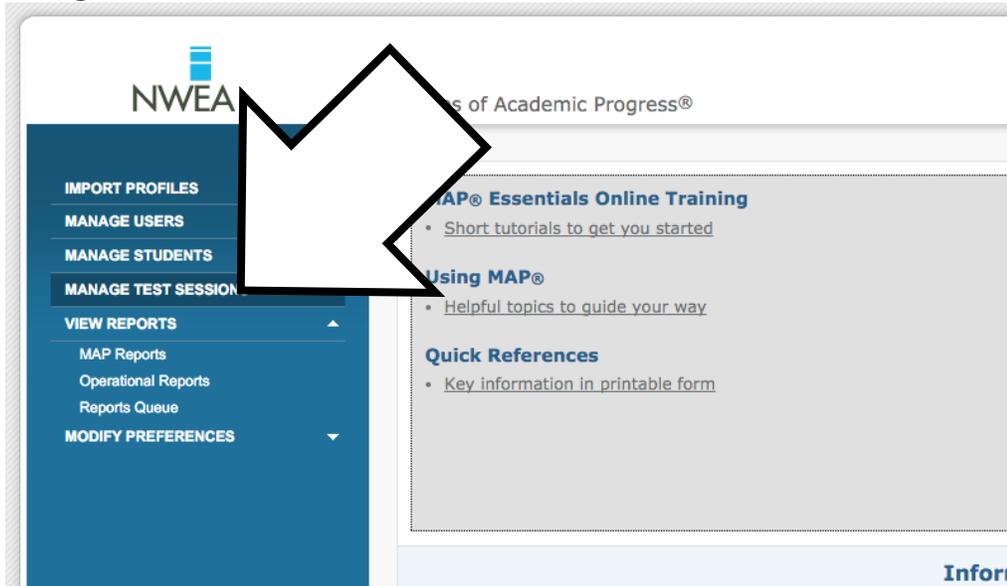


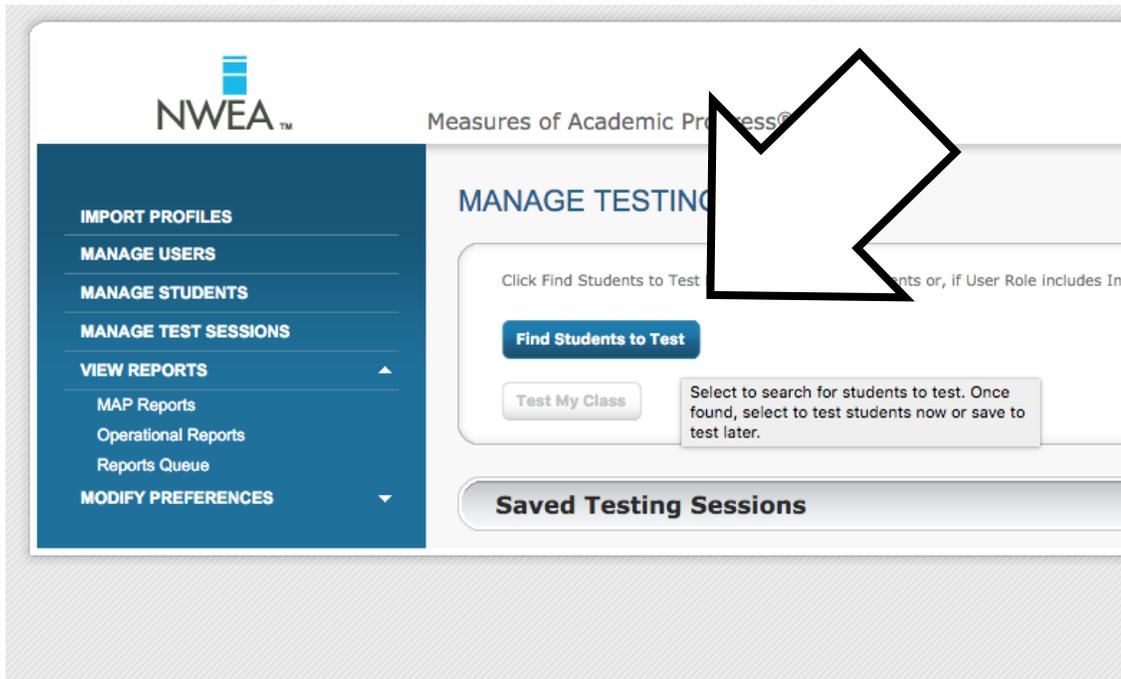


## HOW TO TEST STUDENTS: A STEP-BY-STEP VISUAL GUIDE

1. Log in to your NWEA MAP account by going to [teach.mapnwea.org](https://teach.mapnwea.org)
2. Click on **“Manage Test Sessions”**



3. Select **“Find Students to Test.”**





4. Select **"Your School's Name"** from the **"School"** drop-down menu. Then select the **"Grade,"** **"Instructor,"**

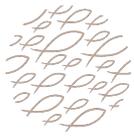
*(Note: Remember grades are tied to homeroom teachers not subject)*

5. Select **"Search."**

6. A menu with the students that meet those criteria will pop up. Make sure all students who you want to test have a checked box to the left of their name. Then select **"Add Students."**

The screenshot shows a web application window titled "Measures of Academic Progress®". A modal window titled "Student(s) Found" is open, displaying a table of student records. Each row has a checked checkbox in the first column. Below the table are two buttons: "Add Students" and "Cancel". A "Search" button is visible in the background interface. Three large black arrows are overlaid on the image: one points to the "Add Students" button, another points to the "Search" button, and a third points to the table of student records.

<input checked="" type="checkbox"/>	Last Name	Middle Name	Student ID	Date of Birth	Gender	Profile Created On
<input checked="" type="checkbox"/>	-	-	16001			Jul 10 2014
<input checked="" type="checkbox"/>	-	ctor	16002			Jul 10 2014
<input checked="" type="checkbox"/>	-	Emilio	16003			Jul 10 2014
<input checked="" type="checkbox"/>	-	Zavier	16004			Jul 10 2014
<input checked="" type="checkbox"/>	-	Daniel	16005			Jul 10 2014
<input checked="" type="checkbox"/>	-	-	16006			Jul 10 2014
<input checked="" type="checkbox"/>	-	-	16007			Jul 10 2014
<input checked="" type="checkbox"/>	-	-	16008			Jul 10 2014
<input checked="" type="checkbox"/>	-	Sahin	16009			Jul 10 2014
<input checked="" type="checkbox"/>	-	Joshua	16010			Jul 10 2014



7. Make sure the boxes next to all students are checked and click **“Assign Test”** above students.

**Student List**

Assign Test   Assign Accommodations   Remove Students from List

<input checked="" type="checkbox"/>	Last Name	First Name	Student ID	Test Assigned	Accommodations
<input checked="" type="checkbox"/>		Carlos	16001	-	No
<input checked="" type="checkbox"/>	rez	Victor	16002	-	No
<input checked="" type="checkbox"/>		Victor Emilio	16003	-	No
<input checked="" type="checkbox"/>			16004	-	No
<input checked="" type="checkbox"/>			16005	-	No
<input checked="" type="checkbox"/>			16006	-	No
<input checked="" type="checkbox"/>		Guatemoc	16007	-	No
<input checked="" type="checkbox"/>		Carlos	16008	-	No
<input checked="" type="checkbox"/>		Sahin	16009	-	No
<input checked="" type="checkbox"/>		Joshua	16010	-	No
<input checked="" type="checkbox"/>		Kaleb	16011	-	No
<input checked="" type="checkbox"/>		Cesar	16012	-	No
<input checked="" type="checkbox"/>		Moctezuma	16013	-	No
<input checked="" type="checkbox"/>		Emilio	16014	-	No
<input checked="" type="checkbox"/>		Jesus	16015	-	No
<input checked="" type="checkbox"/>		Sergio	16016	-	No
<input checked="" type="checkbox"/>		Jose	16017	-	No
<input checked="" type="checkbox"/>		Julio C.	16018	-	No
<input checked="" type="checkbox"/>		Enrique	16019	-	No

Test Now   Save Session   Cancel

8. Select the appropriate test to assign students and make sure all boxes next to student names are checked.

**Student List**

Assign Test   Assign Accommodations   Remove Students from List

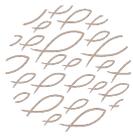
<input checked="" type="checkbox"/>	Last Name	First Name	Student ID	Test Assigned	Accommodations
<input checked="" type="checkbox"/>		Carlos	16001	-	No
<input checked="" type="checkbox"/>		Victor	16002	-	No
<input checked="" type="checkbox"/>		Victor Emilio	16003	-	No
<input checked="" type="checkbox"/>		Zavier	16004	-	No
<input checked="" type="checkbox"/>		Daniel	16005	-	No
<input checked="" type="checkbox"/>				-	No
<input checked="" type="checkbox"/>				-	No
<input checked="" type="checkbox"/>				-	No
<input checked="" type="checkbox"/>		Cesar	16012	-	No
<input checked="" type="checkbox"/>		Moctezuma	16013	-	No
<input checked="" type="checkbox"/>		Emilio	16014	-	No
<input checked="" type="checkbox"/>		Jesus	16015	-	No
<input checked="" type="checkbox"/>		Sergio	16016	-	No
<input checked="" type="checkbox"/>		Jose	16017	-	No
<input checked="" type="checkbox"/>		Julio C.	16018	-	No
<input checked="" type="checkbox"/>		Enrique	16019	-	No

**Select Test**

Select "None" to remove test assignments for students selected.

Test Name  
MAP: Math 6+ Common Core 2010 V2 (Common Core Mathematics K-12: 2010)

Assign   Cancel



9. Click **“Test Now”**

10. MAP will then create a Session Name and Password. Share this information with your students so they can log in to their MAP Test

**TEST STUDENTS**

Testing Session Name: prank2207 Session Password: 2185 Proctor Interrupt PIN ⓘ

Total Students: 19  
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.

11. Once students have logged in, you will need to confirm them to start testing. At the top of the page click **“Confirm Now”** to do this.

**TEST STUDENTS**

Testing Session Name: prank2207 Session Password: 2185 Proctor Interrupt PIN ⓘ

Total Students: 19  
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...

<input type="checkbox"/>	Last Name	First Name	Status	Approximate Question #	Assignment	Accommodations
<input type="checkbox"/>		Carlos	Awaiting Student	-	6+ Common Core 2010 V2	No
<input type="checkbox"/>		Victor	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Victor Emilio	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Zavier	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Daniel	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Carlos	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Cuauhtemoc	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Sahin	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Carlos	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No



### HOW TO JOIN A TEST SESSION IN PROGRESS:

1. Log in to your NWEA MAP account by going to [teach.mapnwea.org](http://teach.mapnwea.org)
2. Click on **“Manage Test Sessions”**
3. Select the grey button **“Return to Testing”**

**MANAGE TESTING SESSIONS**

Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test My Class button to select class.

**Find Students to Test** **Test My Class**

**Testing Session Name: gait2197**  
This session is active and students may already be testing.  
**Return to Testing**

**Saved Testing Sessions** **Show ▶**

4. You are now in control of the test session

**TEST STUDENTS**

**Testing Session Name: gait2197 Session Password: 5878** **Proctor Interrupt PIN ⓘ**

Total Students: 19  
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)

	Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations
<input type="checkbox"/>		Carlos	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Victor	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Victor Emilio	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Zavier	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Daniel	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No
<input type="checkbox"/>		Carlos	Awaiting Student	-	MAP: Math 6+ Common Core 2010 V2	No