Set Up Testing in MAP

MANAGE STUDENTS
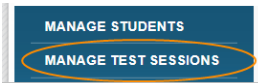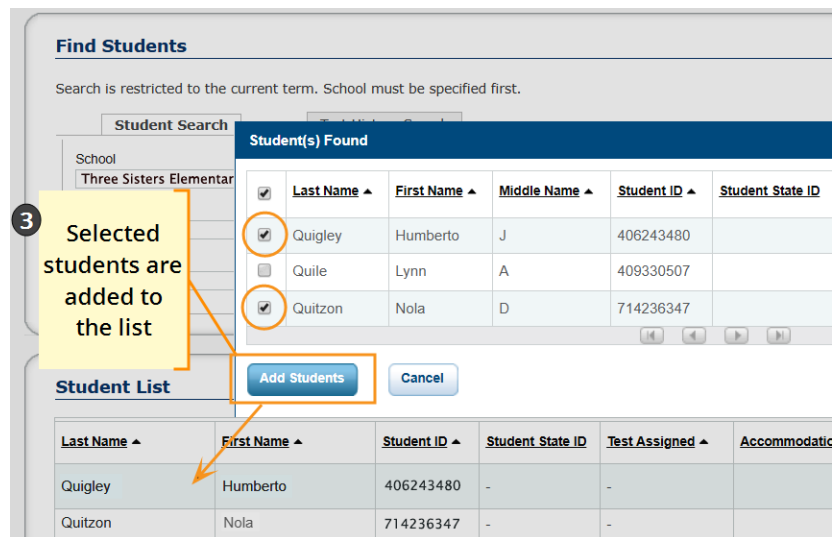MANAGE TEST SESSIONS

On the MAP Growth site (teach.mapnwea.org), choose **Manage Test Sessions**, and follow Option 1, 2, or 3 to create a testing session. A testing session groups students so you can administer testing and has no effect on reporting.

Option 1—Find Students to Test

This option is useful for preparing an arbitrary group of students ahead of time.

1. Click **Find Students to Test**.

2. Choose criteria and click **Search**.

3. Review the search results and click **Add Students**.

4. Repeat the search as needed.

   Keep the student count below 100; too many students can slow the sign-in.

   If a student is missing, try using <No School Assigned> in the criteria.

   If you need to add a student, contact a school leader for instructions.

5. Select students and make needed assignments (each person can have a different assignment):

   a. **Assign Test:** Do this now so students do not have to choose it later.

   b. **Assign Accommodations:** Records accommodations you will provide and enables Text-to-speech.

      See also: Assignments for tests, accommodations, or Text-to-Speech on page 6.

6. If you plan to use this testing session at a later time, click **Save Session**.

   Use a name that's unique and easy to type. Avoid spaces, special characters, and capital letters. Examples: **jbmath72** (your initials +subject +grade +period) or **21eagle918** (room +mascot +month +year)

7. If you need to test immediately, click **Test Now**.

Option 2—Test My Class

Use this option if you're testing your own class of students.

1. Click **Test My Class**.

   If the button doesn't work, your MAP profile was not associated with a class of students for this term. (This association must happen every testing term.) Contact a MAP leader in your school or district.

2. Select one of your classes, if prompted.

   The Proctor console appears and the testing session starts.

3. Select students and make needed assignments (each person can have a different assignment):

   a. **Assign Test:** Do this now so students do not have to choose it later.

   b. **Assign Accommodations:** Records accommodations you will provide and enables Text-to-speech.

      See also: Assignments for tests, accommodations, or Text-to-Speech on page 6.

Option 3—Use Saved Testing Session

Use this option if a session was already created and saved by you or someone in your district or school.

1. Click **Show** next to **Saved Testing Sessions**.

2. To see testing sessions created by others, change **Created By**.

   Note: Access may be limited. With the School Proctor role, you can only access sessions created by someone with the District Proctor role.

3. When you find and select a testing session, click **Test Now**.

   If not available, you already have a session running (you can only run one at a time). Click **Return to Testing**.