

# How to Proctor a MAP Session

<https://teach.mapnwea.org> 9/27/18

login: email address

password: user created



Link on our webpage

## Create a Test Session to Test Immediately

- Go to **Manage Test Sessions**
- Click on **Test My Class**
- Select all students in the **Select Status** pulldown
- Click on the **Assign Tests** button which is now blue
- Select the appropriate **GROWTH** test from the pulldown menu (language, math or reading).
- The test name now appears in the right column.
- Write the **Session Name** and the 4-digit **Password** on the board for your class.
- Keep clicking the Confirm Now button until all your students have a status of *Testing*.

## Create and Save a Test Session Up to Two Weeks in Advance

- Go to **Manage Test Sessions**
- Click **Find Students to Test**
- Search for your students by school and grade
- Click **Add Students**
- Scroll down to the Student List
- Select all students by checking the top box next to "Last Name"
- **IMPORTANT:** Click **Assign Test** at top of student names **before** saving the session
- Click **Assign**. You should now see the test name in the right column.
- Click **Save Session**. The advantage to saving a session prior to testing is that you can name it what you want (*math4, reading7, etc*).
- Click **Save and Exit**
- Click on **Saved Testing Sessions** to view your sessions.

## The Day of Testing

1. Go to your Saved Sessions and click **Test Now**, or create a session in **Test My Class**.
2. Write the **Session Name** and 4-digit **Password** on the board for your class.

### **Student Login**

3. *On the student Chromebook, access MAP by **LOGGING OUT OF EVERYTHING**, click on the word Apps in the lower left of the screen, and select MAP Chromebook Testing App.  
→ Enter the Test Session Name and Password that is written on the board. Click Join.  
→ Select name from the pulldown. Click Next.  
→ Student Name, Grade and Birth Year appears. Click Yes if this is correct.  
→ They will see a message Please wait for the proctor to confirm your information.*
4. On the proctor computer, under **Proctor Action Needed**, you will see the number To Be Confirmed increasing as students log on. Keep clicking the **Confirm Now** button until all students show a status of **Testing**.
5. The Proctor page refreshes automatically every 60 seconds or you can click **Refresh Status** to see student progress.
6. When all students have completed testing, click **End Testing Session**.
7. You can save this session to resume later, or delete the session. Student Test Results are not deleted, only this specific session.