

Directions for MAPS Testing

Go to the following link: <https://lapeerschools-admin.mapnwea.org/admin/home.seam>

1. Enter username: Your LCS email address ie: mpfeiffer@lapeerschools.org
 2. Enter password: It will be emailed to you and you can change it.
 3. Click on "Manage Test Session" in left column
 4. Click blue button "Find Students to Test"
 5. Select school, grade, and instructor
 6. Click blue button "Search"
 7. Click blue button "Add students"
 8. Check the box before "Last Name". That will check them all. Then uncheck any students who are absent.
 9. Next click grey button, "**ASSIGN TEST**". This is an important step because it allows you to select the test. If you do not do it then students have to select the appropriate test from a long list.
 10. Select the appropriate test
 11. Click the blue button, "Assign"
 12. Click blue button, "Test Now"
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13. Students will then click on the MAPS Test icon on their desktop.
 14. Students will enter the Test Session Name and Password found at the top of your page. I usually change the size to 200% in the lower right corner of the monitor so that students can see the Test Session Name and Password on the SmartBoard.
 15. Students then click the blue button, "Join"
 16. Now students enter their name. If they type the first two letters in their first name, their name should pop up. Have them click on their name when it pops up.
 17. As long as you assigned the test on Step #9 above, this will already be done for students. If you forget, just have them type the letter, "M" and all of the MAPS tests will pop up. They can then click the appropriate test.
 18. Students then click the blue button, "Next"
 19. Students then check that their name is correct and that the appropriate test appears.
 20. If everything is correct, students then click the blue button, "Yes".
 21. Students then wait for you to click, "Confirm Now" on your computer.
 22. Students then click the blue button, "Start Test".
 23. When students finish, have them click the grey "Done" button and Exit out of the test.

If any students arrive after you have started the test, you can have them do Steps 13-20. You will then refresh the page and click, "Confirm Now".

If a computer freezes during a test, hit F5 to refresh.