

MAPs Testing Directions

1. Type the following into the address bar of the browser: bit.ly/LCSmaps
2. Log in using your user name and password.
 - a. User name is your email address
 - b. Password is Zemmer2013 (with a capital "Z").
3. Click on "Manage Test Sessions" on the left hand side of the screen.
4. Click on "Test My Class". Select the class you want to test.
5. Next, you will need to assign students a test.
 - a. Click on the "Select Status" drop down box. Select "All".
 - b. Next, click on the "Assign Test" button.
 - c. Select one of the following tests:
 - i. **MATH teachers**
 1. Select "MAP: Math 6+ Common Core 2010"
 - ii. **ENGLISH teachers**
 1. Day 1 Testing
 - a. Select "MAP: Language 2-12 Common Core 2010"
 2. Day 2 Testing
 - a. Select "MAP: Reading 6+ Common Core 2010 V2"
 - d. Click on the "Assign" button.
6. Write down the "Testing Session Name" and "Password" on the board. Students will need this information in order to join the testing session.

**Keep in mind this name and password will change for each new test session you create!*
7. Students should click on the MAPs icon on their desktop. Have them follow the directions.
 - a. They will need to enter the Testing Session Name and Password.
 - b. Click the "Join" button.
 - c. Next, they will type their name into the system. A menu will pop up and they NEED to select their name. They cannot type it in.
 - i. If their name doesn't pop up and they are not a new student, have them delete it and retype it very slowly.
 - ii. If the student's name is listed on your computer and it says "confirmed", you will need to reset the student's account before he can log on. See Troubleshooting #17

- iii. If they are a new student and their name is not on your class list, they will need to be added. See #16
 - d. The test they are taking will automatically pop up. Have students click the next button.
 - e. Students will now confirm that their information is correct. If it's correct, click on the "Yes" button.
 - f. Students' screens will now say they are waiting to be confirmed by the proctor.
- 8. You will now need to confirm students so they can begin testing.**
- a. Click on the "Confirm Now" button.
 - b. You will need to continue refreshing (by clicking on the "Refresh Now" button) until all students have been confirmed.
- 9. Students will now begin testing.**
- a. Write down any students who are absent and be sure to have them complete the test ASAP.
 - b. If students arrive late, they can still join the testing session.

WHEN CLASS IS CLOSE TO BEING OVER:

- 10. Allow those students who are almost finished to complete their test (even if they will be a few minutes late to class).**
- a. The Language and Math tests both have approximately 53 questions. The Reading test has 43. You will be able to see how far along each student is in the testing process.
 - b. Use your judgment regarding whether they should try to complete the test or finish it at a later time.
- 11. For those students who need more time, you will need to suspend their tests.**
- a. In order to suspend a test:
 - i. Click on the box located next to the students' names (a check will appear in the box once selected).
 - ii. Select all of the students who are not finished.
 - iii. Under the "Action" menu, click on "Suspend".
 - iv. Click on the "Go" button located next to the "Assign Test" button.
 - b. These students will now be able to pick up where they left off during the make-up session.
- 12. Students who are finished may close out of the testing browser.**

13. At this point, you may either:

- a. Close the testing session

***Do this if you're only testing one class or your next class is a different grade or level!*

- i. Click on the "End Testing Session" button.
- ii. You will need to save the session.
- iii. The test session name will be your last name and class.

Examples:

- 1. LothropEnglish
- 2. EatonAlgebra I or EatonMath 8
- 3. RuzzinMath 8 or RuzzinMath 7
- iv. Click on the "Save and Exit" button.

- b. Leave the testing session open if you're testing the same subject/level, etc.

- i. If your next class is the same grade level and subject, you can continue to use the same testing session.
- ii. If not, you will need to close the testing session (see directions above).

14. If you need to start a new testing session for your next class, see direction #3.

Troubleshooting and Other Information

15. To Access a Saved Testing Session:

- a. **If you need to open a previous testing session** (*i.e. you exited out of Math 8 to start a new session for Math 7 and now you need to re-open Math 8*)
 - i. Click on "Manage Testing Sessions" on the left hand side
 - ii. Click on "Show" which is located to the right of the "Saved Testing Sessions" link
 - iii. Select the testing session you would like to access and click on "Test Now"
- b. Make sure to save and exit out of each test session when you are finished!

16. To Add a Student

- a. Click on the "Add More Students" button
- b. Search by last name
- c. Once the student pops up, click on the "Add Students" button
- d. Click on "Save and Return to Testing"

**If a student is new, he or she may not be listed in the system. If this is the case, they won't be able to test and will have to attend the make-up session.*

17. A student's test cannot be confirmed. Their screen is frozen and the "Start Test" button will not pop up.

- a. Have the student log out (or control-alt-delete) if the screen is frozen
- b. Before the student can log back in, their test will need to be reset by the administrator
 - i. To do this:
 - 1. Click on the box next to their name
 - 2. Under the "Action" menu, click on "Terminate".
 - 3. Next, click on the "Go" button.
 - a. A menu will pop up telling you that the student will lose their test.
 - b. This is not a problem since the student hasn't started the test anyway!
 - 4. Select the student's name again (a check mark will appear in the box on the left)
 - 5. Under the "Action" menu, click on "Test Again"
 - ii. The student's account has now been reset. They can log back in using the test session name and password.

18. If a student's screen freezes while testing, the following steps will need to be taken:

- a. First, try pausing the student's test. This can be done by clicking on the student's name.
 - i. Under the "Action" menu, click on "Pause". Click on "Go"
 - ii. Select the box next to the student's name again
 - iii. Under the "Action" menu, click on "Resume". Click on "Go".
 - iv. If this does not fix the issue, the student will have to log out of testing (see "B" below).
- b. Have the student log out (or control-alt-delete) if the screen is frozen
 - i. Before the student can log back in, their test will need to be reset by the administrator
 - 1. To do this:
 - a. Click on the box next to their name
 - b. Under the "Action" menu, click on "Suspend".
 - c. Next, click on the "Go" button
 - d. Select the student's name again (a check mark will appear in the box on the left)
 - e. Under the "Action" menu, click on "Test Again"
 - ii. The student's account has been reset. They can now log back into the Testing Session using the session name and password.

