

MAP Growth Proctor Quick Sheet

Des Moines Public Schools 2017-2018

Username: _____ Password: _____

Teacher log-in website: <https://teach.mapnwea.org>

MAP information website: <http://data.dmschools.org/map>

Fall: Sept 5-Oct 2

Winter: Dec 4 – Jan 12

Spring: Apr 23 – May 18

Reading: Grades 2-10

Grade 2—Growth: Reading K-2 IA 2011
Grades 3-5---Growth: Reading 2-5 IA 2011*
Grades 6-10---Growth: Reading 6+ IA 2011

Math: Grades K-10

Grades K-2---Growth: Math K-2 IA 2010
Grades 3-5---Growth: Math 2-5 IA 2010*
Grades 6-10---Growth: Math 6+ IA 2010

*Elementary students significantly below grade level may need to take primary grade test

BEFORE you proctor the MAP Growth test:

- View the MAP Assessment KITE Module
- Secure the correct number of computers/devices for your students (be sure to have headphones & mice) & be sure that the computer has been updated (check with your tech coordinator if you need support)
- Turn on student computers and log in to the computers with
 - Username: mapproxy
 - Password: mapproxy
- Share your schedule for assessing with your MAP Assessment Coordinator
- Check to see which of your student has a test read aloud accommodation for math
- OPTIONAL: Have your students go through the “test warmup” (located on the NWEA Map Testing spot on the student computers)

Proctoring MAP Growth tests:

- Log in as the teacher/assessment proctor:
<https://teach.mapnwea.org>
- Click on “Manage Test Sessions”
- Click on Test my Class if you are testing your class
- Select all students and assign appropriate test
- Click “test now”**
- Write test session and password on the board (this info is located at the top of your testing screen)
- Students sign-in to join the testing session (type testing session name and password and click “join”)
- Students select or type in their name and follow prompts
- Click on refresh status to confirm students more quickly as students' status change to “Waiting to be confirmed”
- Monitor students and verify student name on computer matches student taking test
- When students finish – click “end testing session”
 - Students' status will change to “completed” when finished
 - Students needing more time will need to have their test suspended (under select action)

Student View

Join Session

Welcome to Measures of Academic Progress (MAP).

Please enter your test session name and password to join your test session.

Test Session Name

Password

Join

Test Warm-up

**If you are proctoring a student who is not rostered to you

- Click **Manage Test Sessions**
- Click **Find Students to Test**
- Use the *Student Search* filters to search and add students to the student list
- Once you have all students listed, assign the appropriate test and click **Test Now**