

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 2-9 Grade 2—Reading Primary Grades IA 2011 Grades 3-5---Reading 2-5 IA 2011* Grades 6-9---Reading 6+ IA 2011	Math: Grades K-9 Grades K-2---Math Primary Grades IA 2010 Grades 3-5---Math 2-5 IA 2010* Grades 6-9---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)



**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**