



To-Do List

1. Testing Logistics

- a. Testing needs to be completed within the following dates. Complete a schedule for each window and arrange technology/labs.

Fall	Sep 5- Oct 2
Winter	Dec 4- Jan 12
Spring	Apr 23 – May 18

- b. Testing may take approximately 50 minutes depending on the grade level, but it is recommended proctors allot at least an hour for testing (some students may need more than an hour to complete).

2. Computer Updates

Make sure proctors log into all computers that will be used for testing with their teacher log in to ensure that the computer has downloaded all updates.

NOTE: This can be done at the end of the day so computers are not updating during school hours.

3. Lab Setup

Make sure proctors log into all computers using Username: mapproxy Password: mapproxy to ensure that the lockdown browser is working correctly (Once logged in, a *Join Session* screen will appear).

4. Roster Verification

Check to see that teachers are setup with their rosters in the NWEA (MAP GROWTH) system.

- i. You can do this by logging in at <https://teach.mapnwea.org>.
- ii. Once logged in, click *Manage Test Sessions > Find Students to Test*
- iii. Use filters to select instructors and spot check rosters
- iv. **It will be very important that those teachers who will be proctoring login at least a week before testing to doublecheck their rosters (they will know their rosters best).**
- v. Changes made to rosters in Infinite Campus will update in the MAP Growth system during the overnight sync.

NOTE: If a teacher is not appearing in the system or if a teacher is missing a roster, please contact your instructional technology coordinator immediately. (Grylls – Collin Lane; Jones – Collin Lane; Knutson – J. Starr; Lord – J. Starr; Harris – Jake Welchans; Vukovich – Jake Welchans)

5. Proctor Training

In addition to checking rosters, all proctors will need to watch the KITE Module *Getting Started With MAP*

6. Access for Reports

Users will already be able to view reports for students who are rostered to them. If you would like to give building level access to reports to a user, such as a building ELL teacher, you will need to fill out the form at this link <https://fs8.formsite.com/DMPSchools/form671/index.html>