MUSD NWEA MAP Quick Guide

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Testing Schedule Guidelines:

ALL GRADES: Administer the Reading Growth Assessment 1st in the window, followed by the Math Growth assessment.

In order to avoid testing fatigue, the following guidelines are provided as suggested daily testing session time frames.

*** Suggested times **do not** include time getting students logged in. Suggested time reflects students actual time completing testing items.

- **Grades K-2:   20-30 min.**
- **Grades 3-6:   45-60 min.**
- **Grades 7-12:** 60-75 min.

K-12 MAP 2021-22 Testing Windows

| K-12 Assessment Windows		Instructional days (weeks) from the first day of school to the first day of each window	Guidelines/Resources
Window 1	Aug. 23 – Sept. 3 (10-day window)	13 days (2.6 weeks)	Refer to *MUSD Student Growth Measures*
Window 2	December 6 –17 (10-day window)	76 days (15.2 weeks)	
Window 3	March 28 – April 8 (10-day window)	137 days (27.4 weeks)	

MAP Growth Assessments

Grade Levels	Tests Administered
K-1	• MAP Growth Reading K-2 • MAP Growth Math K-2 • MAP Reading Fluency K-1
2-5	• MAP Growth Reading 2-5 • MAP Growth Math 2-5 • MAP Growth Language Usage 2-12 (T2 and T3 ONLY) • MAP Reading Fluency (**OPTIONAL)**
6-8	• MAP Growth Reading 6+ • MAP Growth Math 6+ • MAP Growth Language Usage 2-12 **(T2 and T3 ONLY)**
9-12	• MAP Growth Reading 6+ • MAP Growth Math 6+

Administering a Test
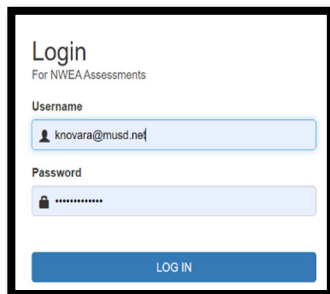
1. Go to Office 365

Microsoft Office

2. Navigate to the app launcher (Waffle). Under All Apps select NWEA Teacher Portal
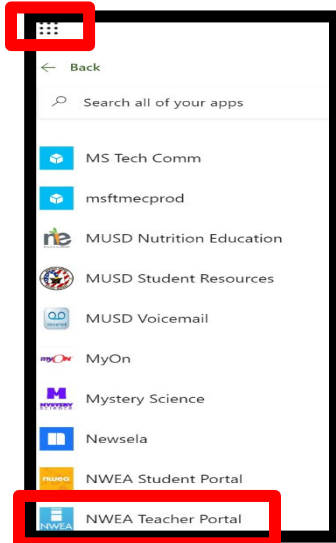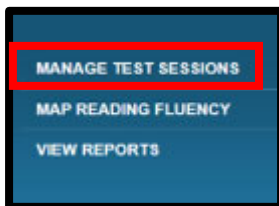

3. Teacher login to NWEA
   o The username is your MUSD email
   o The password is whatever you set it as when you registered your account
     • if you forgot your password click here: Forgot Password

4. Select **Manage Test Sessions**

5. **Two Options to Set up Testing Session:**
- **OPTION 1:** **Test My Class**:
  - Select Test My Class—choose a class if prompted


  - All students on your Q class roster will be assigned to the testing session, but only the students in class will be testing.
  - Teachers can **SAVE** the session when session is ended and use the same session for the next testing session
    - Hint: When saving, teachers can change session name to make it easy for students to enter as their password
  - To use a saved session click Show from the Manage Testing Session window, select session and click Test Now

- **OPTION 2:** **Find Students to Test**:
  - Select **Find Students to test**
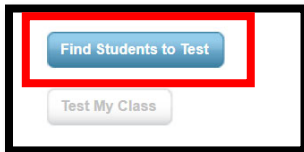
  - Enter Student ID and click **Search**
  - Choose student and click **Add Students**
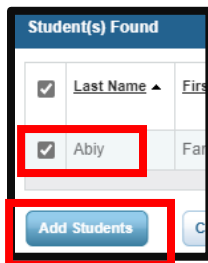
  - Teachers can select individual students to assign in the test sessions. Use this option if you have RSP or SDC students that push in to test in gen ed.
 - All teachers have access to all students on campus

Student Log in Options:

- **OPTION 1:** NWEA Secure Browser (recommended for onsite testing)

  - The NWEA Secure browser is installed on the student device desktop.
  - The newest version of the secure browser is being pushed out to all student devices. If any of your students do not have the secure browser on their desktop or get an error stating the browser is out of date, students can install it via the software center
    - Reminder: All other programs must be closed when using the secure browser. Have the student do a shut down or a RESTART before beginning testing. TEAMS starts automatically and runs in the background so students may need to manually quit TEAMS
  - Students may need to adjust screen resolution (See Troubleshooting p 8)

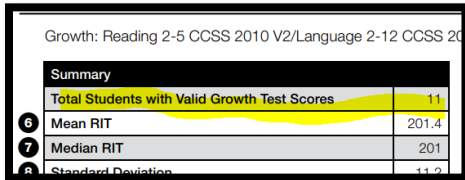- **OPTION 2: OFFICE 365**
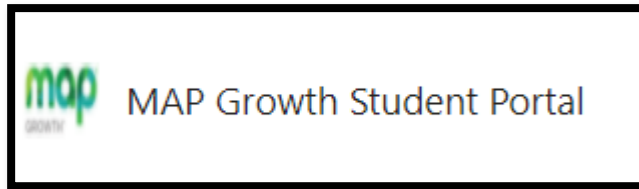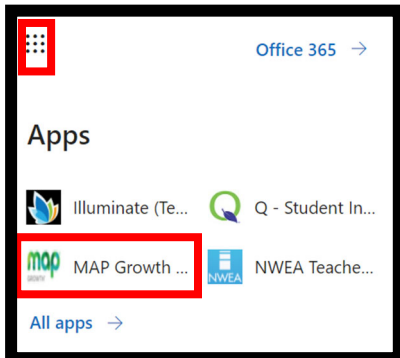
  - Students navigate to Office 365, select the App Launcher (Waffle) and choose **NEW** **MAP Growth Student Porta**l under All Apps
  - Students should **not have to** enable pop-ups as this is built into the new link
  - Students may need to adjust screen resolution. Adjusting Screen Resolution Guide

Testing Dos and Don'ts

Dos:

- **DO** run your Class Report the day following a testing session to see how many students completed the test. The total Students with Valid Growth Test Scores tells you how many of your students completed/submitted their test. This will let you know if there are students who did not complete the assessment.


- **DO** wait an additional day after a NEW student shows up in Q for them to be enrolled in NWEA to begin testing
- **DO** submit a Help Desk Ticket if a student tests under the wrong student's name. IT can transfer the student's test to the correct student account, so they don't have to test twice
- **DO** have students update their devices before beginning testing
- **DO** add new students to a previously created test session so they will be included or create a New test session. NEW students are not automatically added
- **DO** complete testing within the testing window. Extending the testing window requires approval from Elementary/Secondary Admin and must be requested by site admin
- **DO** submit a MUSD Help Desk ticket if you have evidence to question the validity for a student's testing performance. This requires site admin approval to reassign and allow the student to retest. Email approval from site admin needs to be included in help desk ticket

Don'ts:

- **DON'T Terminate a student test.** This blocks the student from taking the test during the entire testing window and requires either I.T. or the District Testing Coordinator to fix
- **DON'T set up your testing session too far in advance**. Testing sessions will only stay active for 28 days.
  - FYI--- All test sessions suspend at night. Proctors can only have one active session at a time.
- **DON'T** submit a Help Ticket If students get this error. This error most likely means the students have already finished their test but didn't tell the teacher. The system will only allow one completed test during a testing window
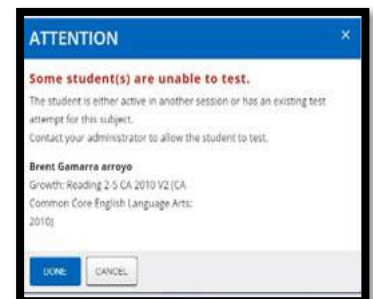
<u>Troubleshooting for Common Issues</u>

Teacher forgot password

- Click the forgot password link on the login page

Testing Webpage not loading correctly (Screen Resolution issue):

- When accessing the NWEA online portal you may need to adjust your screen resolution for the webpage to load correctly [Click here](#)
- Important note: Not all students will need to adjust resolution. They only need to adjust resolution if they get the message about their resolution needing to be adjusted.

Student cannot start/resume testing after they've been kicked from a session:

- The key is to get the "Status" of the student on the proctor screen to "Awaiting Student".
- If the student's status is – "**Suspended**" – Proctor will need to select the student and then select the "**Action**" of "**Test Again**". This will change the status for the student back to "**Awaiting Student**".
- If the student's status is – "**Paused**" – Proctor will need to select the student and then select the "**Action**" of "**Resume**".
- If the student's status is – "**Testing**" – Proctor will need to select the student and then select the "**Action**" of "**Suspend**" and then the "**Action**" of "**Test Again**".

<u>When All Else Fails</u>

- If you have tried all of these tips and tricks and still can't get a student back into testing, have the student sit out of the session. Usually starting a brand-new session later that day or another day just for that student or other students that are still testing, resolves the issue.
- This also pertains to students that are continually kicked from the test. In some cases, starting a new test session for that student resolves that issue.
    - Things that could be causing students to be continually "kicked" from test session:
        - Losing network connection or low bandwidth on home wifi
        - Test session on student device sitting idle for too long
        - Student pressing key combos on keyboard that closes the session on their device
        - Device issue that could require assistance from site TSS

NWEA Resources

For Teachers:

- MUSD NWEA Resources by Grade Level:
    - On MUSD website, navigate to Professional Learning under the Departments tab
    - Click Teaching and Learning Resources for Employees and enter
        - User: musdpd Password: 2020pd
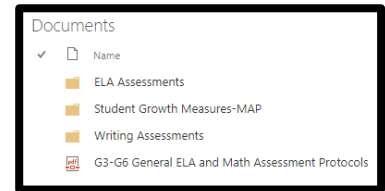
Choose NWEA Button   **Choose Grade Level**   **Choose Student Growth**

- Resources Provided by NWEA:
  Video Tutorials from the MAP Help Center (login to your NWEA Account first, then come back here and click on the links)
    - MAP GROWTH
        - Map Introduction
        - Proctor Quick Start
        - Set-up Testing Session
        - Interrupt and Continue Testing
        - Make-up Testing
        - NWEA MAP Growth Padlet (used during MAP trainings)

For Students:

- NWEA has provided Videos explaining what the test is about and how to prepare, along with a practice test
    - Student Resources Grades K-2
    - Student Resources Grades 2+