The purpose of this document is to provide you guidance on how to remotely administer MAP. Administering MAP remotely can be done using Google Classroom or Zoom. The following recommendations will show how to setup and administer MAP.

**Google Classroom:** It is recommended that you create a class just for administering and proctoring MAP.

- Create a Class
  - Click the "+" button at the top right of screen
  - o Then click on "Create class"



- o Name class "Remote MAP Testing"
- o Then click on "Create"

Class name (required) Remote MAP Testing		
Section		
Subject		
Room		
	Cancel	Creat

o Activate the class's Meet link by clicking "Generate Meet Link"



- Then click "Generate Meet link" again.
- o Make sure the Meet link is not visible as it will be reset for different groups of students
- o Click "Save"

Add Meet to your class	
With Meet video meetings, you can connect with students for distance learning. You can manage Meet in your class settings.	e
https://meet.google.com/lookup/gwfteywdqb	Сору
Visible to students	
Learn more	Save

• Invite students by clicking on "People"

	Stream	Classwork	People	Grades	
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Students					<u>ع</u> +

**NOTE**: In order to be able to provide support to your students, it is recommended that you work with 10 or fewer students per session.

#### • Remote Administration

- o Before setting up sessions, review NWEA's resources on remote testing
  - Remote Testing Administration Guide for MAP Growth
- o On the day of administration, open a second tab for administering and proctoring MAP
- In Chrome, click the "+" to the right of the first tab, or click the three dots at the top right, and then click "New tab"

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- Make sure testing sessions are set up beforehand. Review the NWEA video resource for setting up testing sessions
  - Set Up Testing Session Video
  - It is recommended that test sessions be assigned to only those students who will be taking MAP remotely
- o Log in to MAP Growth and navigate to "Manage Test Sessions"
- o Review names of students to ensure that the right students are in the right session
- o Note the "Session Name" and "Password" so that it can be shared with students

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MANAGE TEST SESSIONS				-				
MANAGE DATA PARTNERS			e					
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 Navigate back to the Google Classroom tab and share the testing link <u>https://test.mapnwea.org</u>, the "Session Name" and the "Password" in class stream

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Upcoming No work due soon	Share something with your class	ţ1
View all	Aug 16 (Edited 9:43 AM) Link: <u>https://test.mapnwea.org</u> SESSION NAME: PASSWORD:	:

**NOTE**: Testing will be done through a secure link and NOT through the apps in the students' Chromebooks

- o Begin the Meet
  - Make sure that students' cameras are turned on.
  - Testing link <u>https://test.mapnwea.org</u>, "Session Name" and the "Password" can also be shared in the chat.



## Administration– Student View

- o Students will have two options to log in to MAP.
  - 1. Click on the link that was shared through the Google Classroom stream, or click on the link shared in the chat
  - 2. Click on MAP bookmark that has been shared through district issued Chromebook
    - To locate the MAP bookmark, students would need to click on the "sausdlearns.net bookmarks"
    - Then locate and click on "MAP Testing"

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**NOTE**: Due to bookmarks that might already be on students' Chromebooks, they might need to scroll down to find the 'MAP Testing' bookmark.

 $\circ$   $\;$  The MAP secure testing site will open in a new window.

o Student will enter "Session Name" and "Password" and begin taking MAP

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 Pop-Up Blocker – If students receive a pop-up blocker message, the following steps will help fix the issues.

**NOTE**: Review the "<u>MAP Growth Remote Testing: Proctor Troubleshooting Guide</u>" to prepare for possible technology issues

nwea	Oops! Where's my test window?
	Either a pop-up blocker blocked it, the test window was moved or minimized, or the test window opened and was accidentally closed.
	Here's what you can do to fix it.
and a man	Reason 1: A pop-up blocker is blocking the test window. Solution: Ask your teacher to help you turn off the pop-up blocker

- 1. Click the pop-up icon at the top of the address bar
- 2. From the drop-down, click on "Always allow pop-ups and redirects
- 3. Click "Done

	<b>(</b>
Pop	o-ups blocked:
	https://test.mapnwea.org/
۲	Always allow pop-ups and redirects from https:// test.mapnwea.org
0	Continue blocking

o Students will have to refresh their browser to get to the MAP login screen



 Screen Resolution - If a student receive a screen resolution message the following steps will help fix the issues

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	Your device	doesn't m	eet testing
	requiremen	ts	
(ov	Please review the	errors below an	d update your system.
Cip	System Component	Current	Required
10	Minimum Screen Resolution	1280x600	1024x768

1. Have the students press CTL+Shift+0 simultaneously on their Chromebook keyboard

- 2. The screen will resize itself to the correct display setting
- 3. Students would then need to close the login screen and refresh their browser to get to the MAP login screen



# • Proctoring and Support

- Teachers can keep track of student's progress in the Proctoring Console in one tab and monitor the students in the Meet tab
- Students can take MAP in one tab, and can use the other tab to chat with the teacher if they require help.
- After Remote Administration
  - Return to Google Classroom to refresh the Meet link.
  - o Click on the gear at the top right
  - o Scroll down to the Meet link and click on the link.
  - From the drop-down, click on "Reset"
  - Resetting the link helps keep the students assigned to that participial session in the right location.

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- o Name class "Remote MAP Testing"
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Class name (required) Remote MAP Testing	
Section	
Subject	
Room	

 Make sure the class's Meet link is not activated as Zoom will be used to administer and proctor MAP



o Invite students by clicking on "People"

	Stream	Classwork	People	Grades
Teachers				음 <del>+</del>
Cesar Gonzalez				
Students				<u>e</u> +

**NOTE**: In order to be able to provide support to your students, it is recommended that you work with 10 or fewer students per session.

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• **NOTE**: Testing will be done through a secure link and NOT through the apps in the students' Chromebooks

- o Begin the Zoom meeting
- Make sure that students' cameras are turned on.
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	Oops! Where's my test window?
	Either a pop-up blocker blocked it, the test window was moved or minimized, or the test window opened and was accidentally closed.
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en un	Reason 1: A pop-up blocker is blocking the test window. Solution: Ask your teacher to help you turn off the pop-up blocker
1.	Click the pop-up icon at the top of the address bar
2.	From the drop-down, click on "Always allow pop-ups and redirects
3.	Click "Done
	(G) <b>*</b>
	Pop-ups blocked:
	<ul> <li>https://test.mapnwea.org/</li> </ul>
	Always allow pop-ups and redirects from https://

4. Students will have to refresh their browser to get to the MAP login screen

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 Screen Resolution - If a student receive a screen resolution message the following steps will help fix the issues

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16	Minimum Screen Resolution	1280x600	1024x768	-

- 1. Have the students press CTL+Shift+0 simultaneously on their Chromebook keyboard
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 Teachers can keep track of student's progress in the Proctoring Console in one tab and monitor the students in the Meet tab

• Students can take MAP in one tab, and can use the other tab to chat with the teacher if they require help.

# Tips for Remote MAP Administration

- Practice, practice, practice ahead of time to provide students an opportunity to get familiar with logging in
- Check for pop-up before testing day
- Work with small groups
- Check for correct screen resolution
- Communicate Purpose let students know that the importance of MAP is to help you determine what they know and what they're ready to learn

# **Contact information**

- o If you need any help, please contact your site's testing coordinator
- You can also check out Research and Evaluation MAP resource page at <u>https://www.sausd.us/Page/27291</u>