

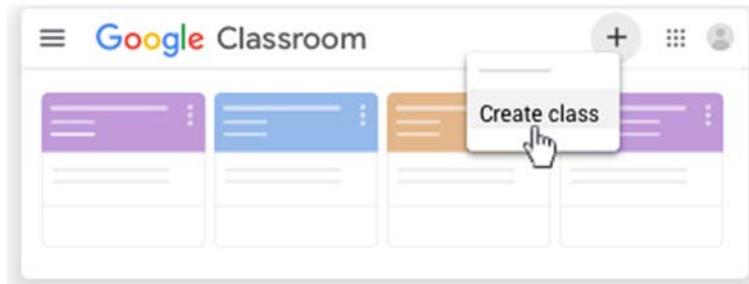
Administering MAP Remotely Using Google Classroom/Zoom

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.

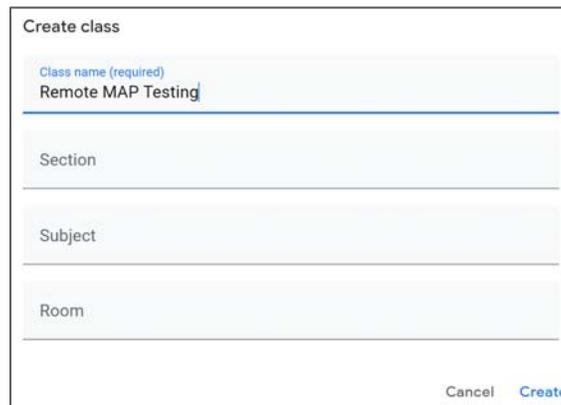
Google Classroom: It is recommended that you create a class just for administering and proctoring MAP.

- **Create a Class**

- Click the “+” button at the top right of screen
- Then click on “Create class”



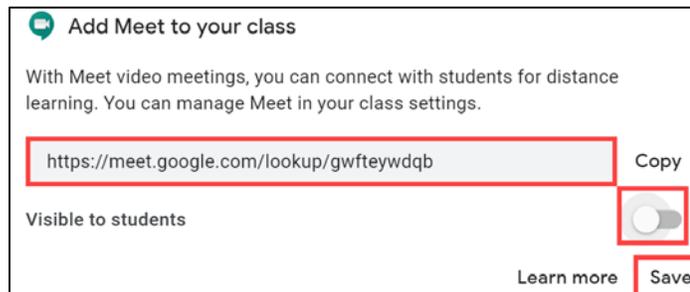
- Name class “Remote MAP Testing”
- Then click on “Create”

A screenshot of the 'Create class' form in Google Classroom. The form has four input fields: 'Class name (required)' with the text 'Remote MAP Testing' entered, 'Section', 'Subject', and 'Room'. At the bottom right, there are 'Cancel' and 'Create' buttons.

- Activate the class’s Meet link by clicking “Generate Meet Link”

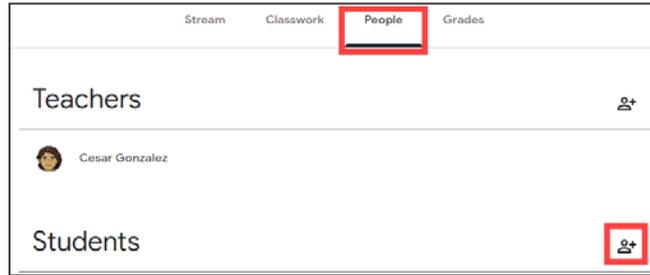


- Then click “Generate Meet link” again.
- Make sure the Meet link is not visible as it will be reset for different groups of students
- Click “Save”

A screenshot of the 'Add Meet to your class' dialog box. It contains the text: 'With Meet video meetings, you can connect with students for distance learning. You can manage Meet in your class settings.' Below this is a text input field containing the Meet link 'https://meet.google.com/lookup/gwfteywdqb', with a 'Copy' button to its right. Underneath is a toggle switch for 'Visible to students', which is currently turned off. At the bottom right, there are 'Learn more' and 'Save' buttons.

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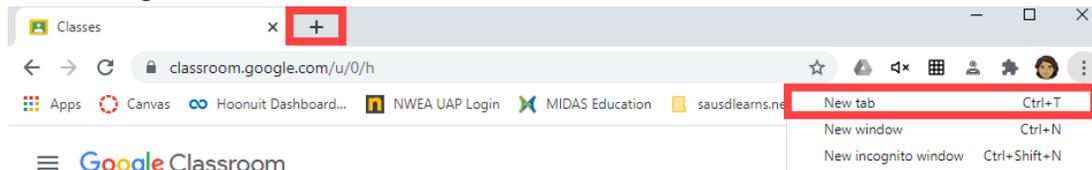
- Invite students by clicking on “People”



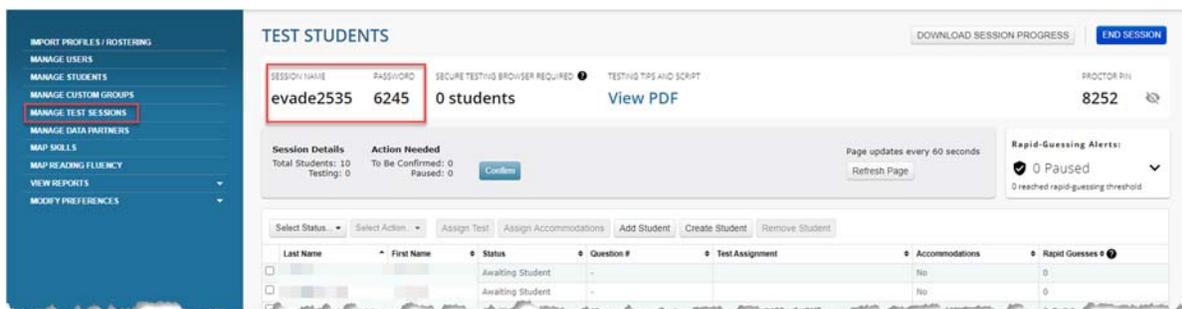
NOTE: In order to be able to provide support to your students, it is recommended that you work with 10 or fewer students per session.

- **Remote Administration**

- Before setting up sessions, review NWEA’s resources on remote testing
 - [Remote Testing Administration Guide for MAP Growth](#)
- 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”



- 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
- Log in to [MAP Growth](#) and navigate to “Manage Test Sessions”
- Review names of students to ensure that the right students are in the right session
- Note the “Session Name” and “Password” so that it can be shared with students



- Navigate back to the Google Classroom tab and share the testing link <https://test.mapnwea.org>, the “Session Name” and the “Password” in class stream

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Remote MAP Testing
Class code an7smej
Meet link <https://meet.google.com/lookup/gwftewywdqb>

Upcoming
No work due soon
View all

Share something with your class...

Aug 16 (Edited 9:43 AM)

Link: <https://test.mapnwea.org>
SESSION NAME: [REDACTED]
PASSWORD: [REDACTED]

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

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

Remote MAP Testing

meet.google.com/lookup/gwftewywdqb

People (1)

Chat

You 10:34 AM
Link: <https://test.mapnwea.org>
SESSION NAME: [REDACTED]
PASSWORD: [REDACTED]

Administration– Student View

- 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"

sausd.us

Lexia
AR
MAP Testing

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

- The MAP secure testing site will open in a new window.

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- Student will enter “Session Name” and “Password” and begin taking MAP



Log in

Session Name Nombre de sesión

Session Password Contraseña de sesión

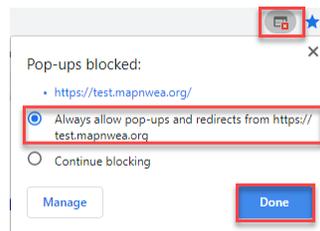
→

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

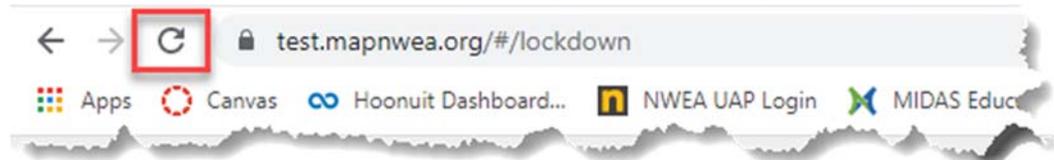
NOTE: Review the “[MAP Growth Remote Testing: Proctor Troubleshooting Guide](#)” to prepare for possible technology issues



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



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



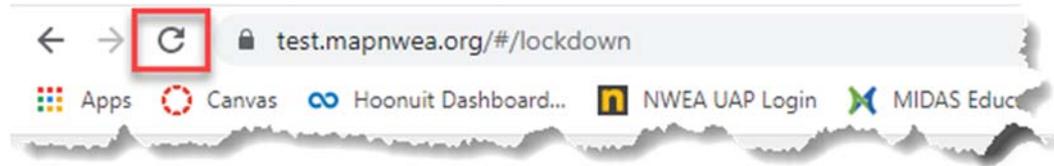
- Screen Resolution - If a student receive a screen resolution message the following steps will help fix the issues



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

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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

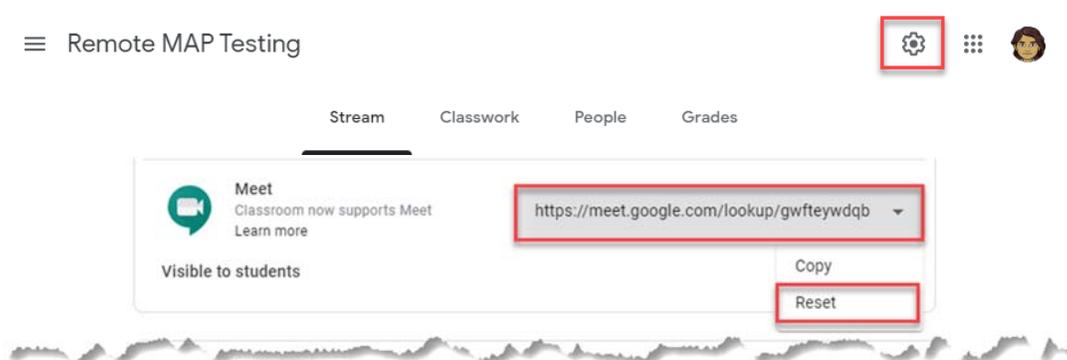


- **Proctoring and Support**

- 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.
- Click on the gear at the top right
- 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.

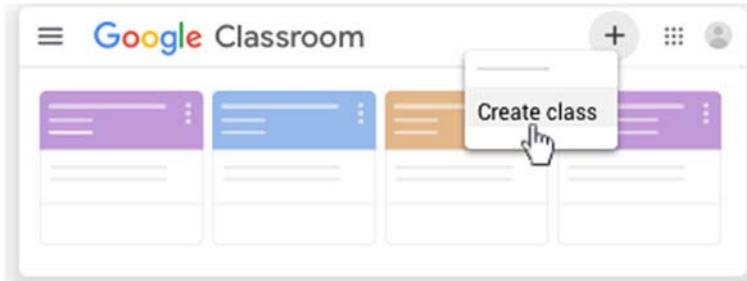


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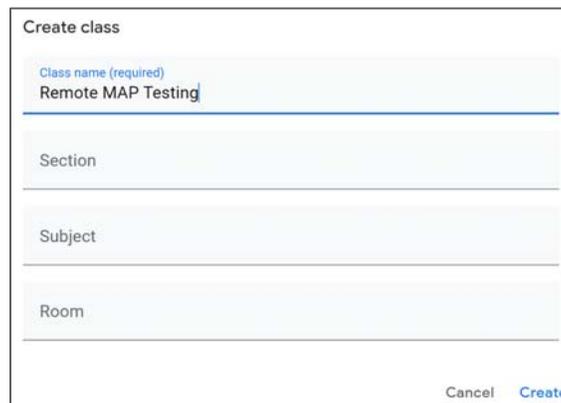
Zoom: It is recommended that you create a Google Classroom class just for administering and proctoring MAP.

- **Create a Class**

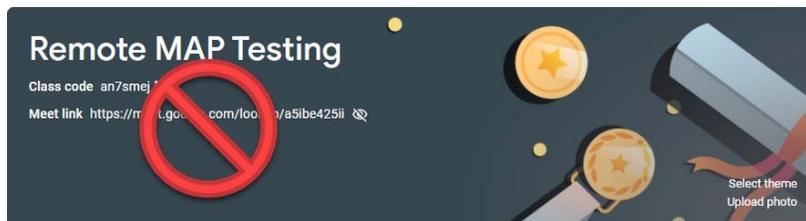
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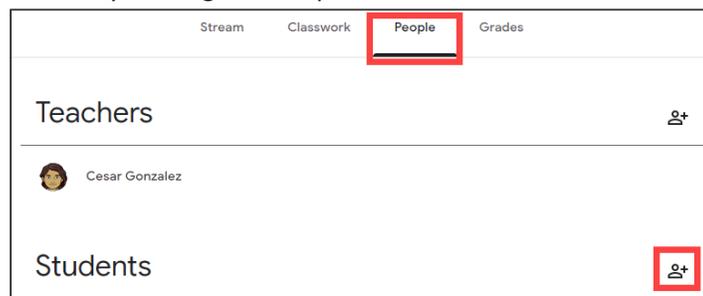
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A screenshot of the "Create class" form in Google Classroom. The form has four input fields: "Class name (required)" with the text "Remote MAP Testing" entered, "Section", "Subject", and "Room". At the bottom right of the form, there are "Cancel" and "Create" buttons.

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



- Invite students by clicking on “People”

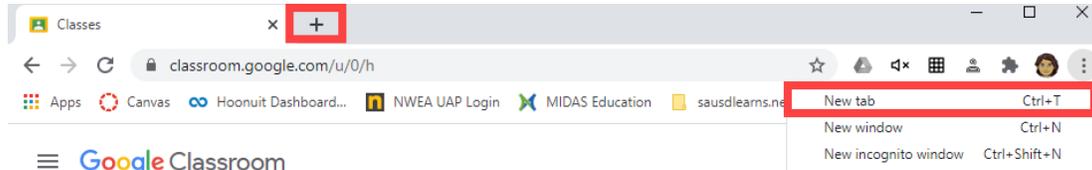


NOTE: In order to be able to provide support to your students, it is recommended that you work with 10 or fewer students per session.

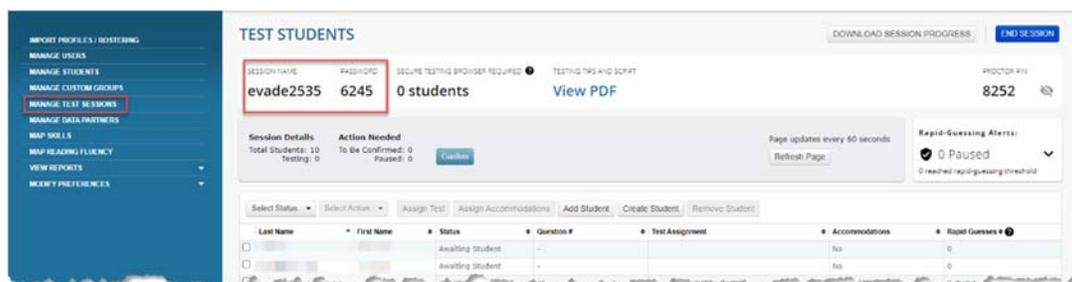
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- **Remote Administration**

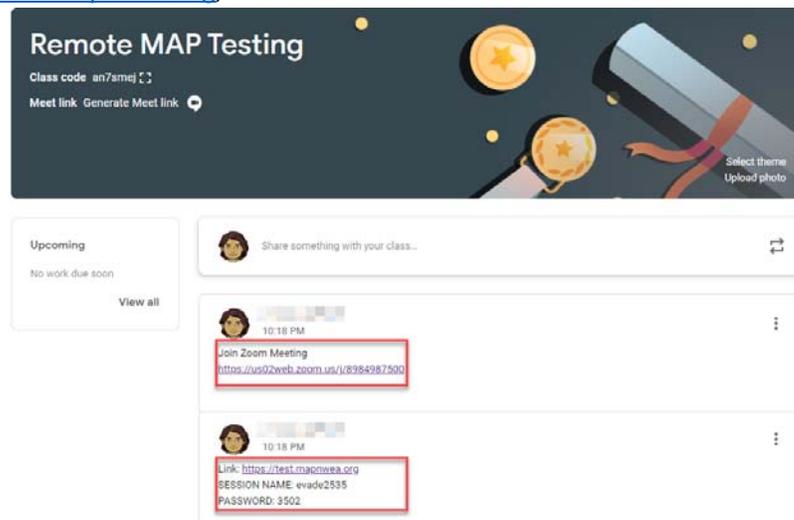
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- Navigate back to the Google Classroom tab and share the Zoom link, the testing link <https://test.mapnwea.org>, the “Session Name” and the “Password” in class stream



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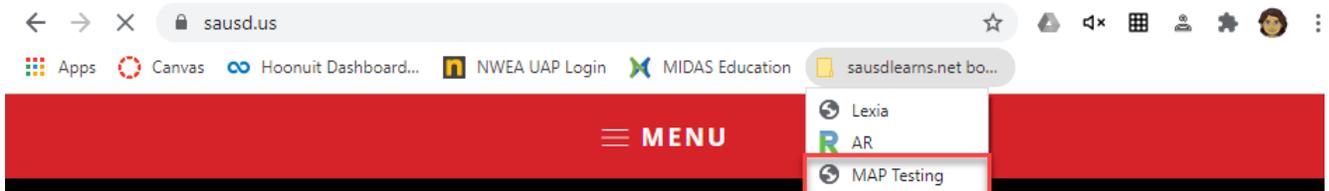
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- Begin the Zoom meeting
- Make sure that students' cameras are turned on.
- Testing link <https://test.mapnwea.org>, "Session Name" and the "Password" can also be shared in the chat.



Administration– Student View

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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.

- The MAP secure testing site will open in a new window.
- Student will enter "Session Name" and "Password" and begin taking MAP

A screenshot of the MAP login form. The form has a title "Log in" and two input fields: "Session Name Nombre de sesión" and "Session Password Contraseña de sesión". A blue arrow button is next to the password field. Both input fields are highlighted with a red border.

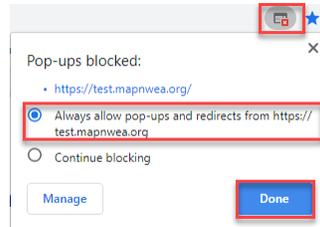
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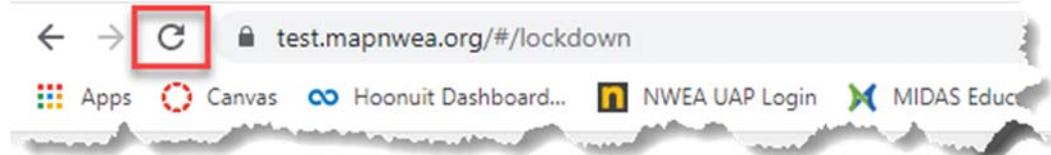
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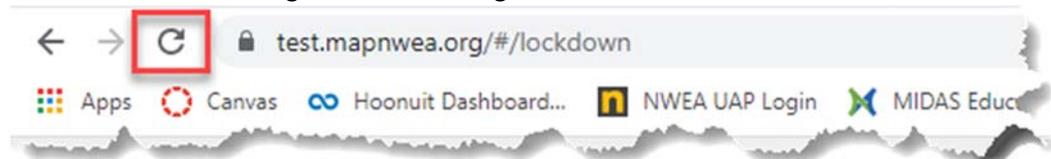
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- **Proctoring and Support**

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- 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

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