

# MAP READING FLUENCY TEST DAY CHECK + TROUBLESHOOTING

## Test day checklist

### Before students arrive (plan for at least 30 minutes of prep time)

For each student device, do the following:

Desktop, Laptop, and Chromebook™	iPad®
<ul style="list-style-type: none"> <li>• Connect headset</li> <li>• Set the headset as the default device; see <a href="#">Setting headsets as the default device</a> on page 5 (may not be needed for Chromebook)</li> <li>• Perform an equipment check               <ul style="list-style-type: none"> <li>◦ Open the student testing site at <a href="https://student.mapnwea.org">https://student.mapnwea.org</a></li> <li>◦ Use each student's username and password to log in on their behalf—that way, students are already logged in when they arrive (note that after 25 minutes, the program will automatically log back out)</li> <li>◦ Click <b>Let's Read</b> and then <b>Check Equipment</b></li> <li>◦ Click the icon next to <b>Check Speakers</b>; be sure you hear the audio</li> <li>◦ Click <b>Record Test Audio</b>; be sure you see a message that says <b>Microphone is OK</b></li> <li>◦ If speaker or microphone checks do not work, check that the headset is set as the default device</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Connect headset</li> <li>• Perform an equipment check               <ul style="list-style-type: none"> <li>◦ Launch the MAP Reading Fluency app; the app must be downloaded from App Store®</li> <li>◦ Select the <b>Check Equipment</b> link that appears above the login fields</li> <li>◦ Click the icon next to <b>Check Speakers</b>; be sure you hear the audio</li> <li>◦ Click <b>Record Test Audio</b>; be sure you see a message that says <b>Microphone is OK</b></li> <li>◦ If speaker or microphone checks do not work, check that the headset is set as the default device (see instructions on p. 5)</li> <li>◦ Click <b>Return</b> to go back to login</li> <li>◦ Enter each student's username and password into the appropriate fields, but do not click <b>Let me in</b>. When students arrive, they will click that button to start testing, without having to enter their login information.</li> </ul> </li> <li>• <b>Recommended:</b> start a Guided Access session to ensure students cannot navigate out of the MAP® Reading Fluency™ app while testing               <ul style="list-style-type: none"> <li>◦ Open the MAP Reading Fluency app</li> <li>◦ Triple-click the <b>Home</b> button</li> <li>◦ Tap <b>Start</b> in the upper-right corner</li> </ul> </li> </ul>

## Before students arrive, continued

- Arrange testing devices in the room to allow for about two feet between students
- If you have not already done so, tape over the inline controls on headsets so that students don't accidentally adjust them during testing
- Ensure the room is as quiet as possible; turn off noisy devices like fans
- Have books or another quiet activity available for students who finish testing early
- On your own device, log in to MAP Reading Fluency with your username and password

## Getting students started

- Be sure students have used the restroom before starting the test
- Call in students one-by-one or stagger start times by 20–30 seconds so that not all students are doing the mic check at the same time
- Seat students according to where they are logged in
- Instruct students to click the green worm that says **Go!** to start the test

## During the test

- Monitor the room (rather than your Proctor Dashboard, which should be used only in the specific cases detailed in the troubleshooting tips on the following page). If you see a yellow-green screen, that student needs assistance.
- Keep a close eye out for students who are touching their mics or adjusting their headsets. The software will not alert you if student recordings become inaudible, so you must be vigilant to ensure that students do not need to retest.
- Students finish the test when the screen asks them to raise their hands and tell their teacher that they've finished. They may either click Exit to leave the test or close their browser/app.
- As students finish the test, direct them to a quiet reading activity.
- Reports will typically generate within one hour of testing, but may take up to 24 hours.

**Tip:** If you're proctoring multiple sessions of students on the same devices, keep the machines logged into the same system account. That will preserve your settings for the headsets.

# Troubleshooting guide

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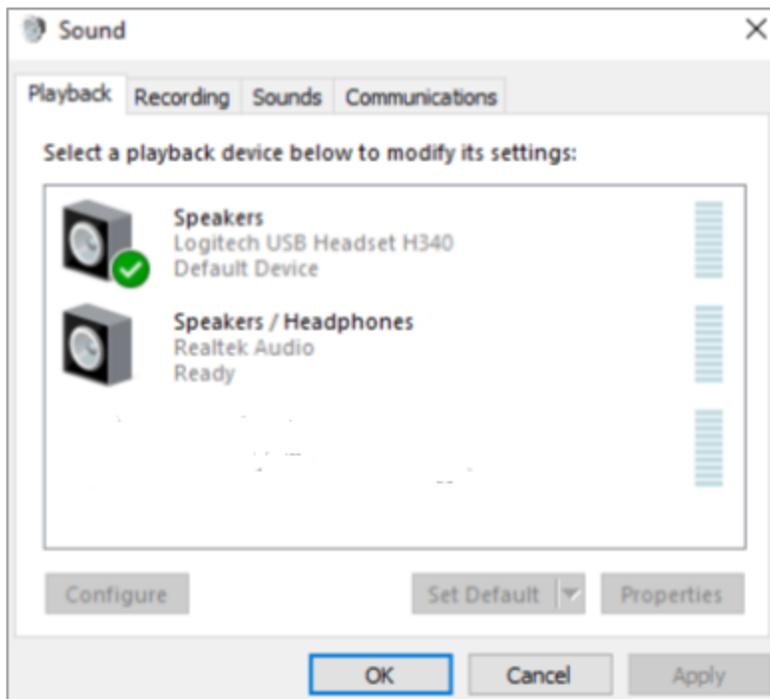
Issue	Resolution
You get a message saying "No students found"	Contact your MAP leadership to make sure students are correctly assigned to your classes
Student can't log in	<ul style="list-style-type: none"> <li>• Be sure the student is logging in to the student testing site at <a href="https://readingfluency.mapnwea.org/studentlogin">readingfluency.mapnwea.org/studentlogin</a> (on an iPad, log in to the MAP Reading Fluency testing app)</li> <li>• Be sure the student is using the correct password</li> <li>• If you aren't sure what the student's password is, follow these steps to assign a new one: <ul style="list-style-type: none"> <li>◦ On your own logged-in device, click Student Passwords</li> <li>◦ Select the checkbox next to the student's name</li> <li>◦ Double-click the asterisks</li> <li>◦ Type a password</li> <li>◦ Click the checkmark icon</li> <li>◦ Log the student in</li> </ul> </li> </ul> <p><b>Tip:</b> If your entire class is unable to log in, select all students using the checkbox next to the header of the Student Name column, then Change Multiple Passwords to assign a single password to the entire class.</p>
Student needs help with the mic check	<ul style="list-style-type: none"> <li>• Adjust the mic so it is about two finger widths from the corner of the student's mouth</li> <li>• Make sure the student hasn't accidentally adjusted the inline controls and isn't covering the mic with their hand</li> <li>• Instruct the student to speak in a normal voice</li> <li>• Click <b>Repeat mic check</b></li> <li>• If audio issues persist, clear browser cache or change devices</li> </ul>
Student doesn't pass the mouse skills check	<ul style="list-style-type: none"> <li>• If the student doesn't pass the mouse skills check, they are locked out of the test; provide coaching so that the student can try again</li> <li>• Refresh your Proctor Dashboard, then click <b>Unlock</b> next to the student's name</li> </ul>
Student needs a short break	<p>Encourage the student to finish the section they're on</p> <p><b>If the student is able to finish the section:</b></p> <ul style="list-style-type: none"> <li>• Click the red pause button when it appears in the upper right of the student's screen</li> <li>• When the student returns, click <b>Continue</b></li> </ul> <p><b>If the student is not able to finish the section:</b></p> <ul style="list-style-type: none"> <li>• Refresh the webpage in the student's browser (or on an iPad, close the app by double-tapping the home button and swiping up)</li> <li>• When the student returns and clicks <b>Go!</b>, they will restart the section where they left off</li> </ul>
Student is touching the microphone	Make sure the student stops touching the microphone since it will interfere with test results
Student is distracted	Coach the student to help them get back on track

Issue	Resolution
Internet goes down	If there is a disruption to internet service, the test will automatically pause; when service returns, log the students in again so they can resume testing
There's an unexpected disruption to testing	<ul style="list-style-type: none"> <li>• Close the browser on each student's device to stop the test</li> <li>• If you don't have time to close the browsers, the students' tests will pause at the end of the section they are on</li> <li>• When you return, log the students in again so they can resume testing</li> <li>• If you feel you need to discard the students' results and start over from the beginning, refresh your Proctor Dashboard, then click <b>Start Over</b></li> </ul>

## Setting headsets as the default device

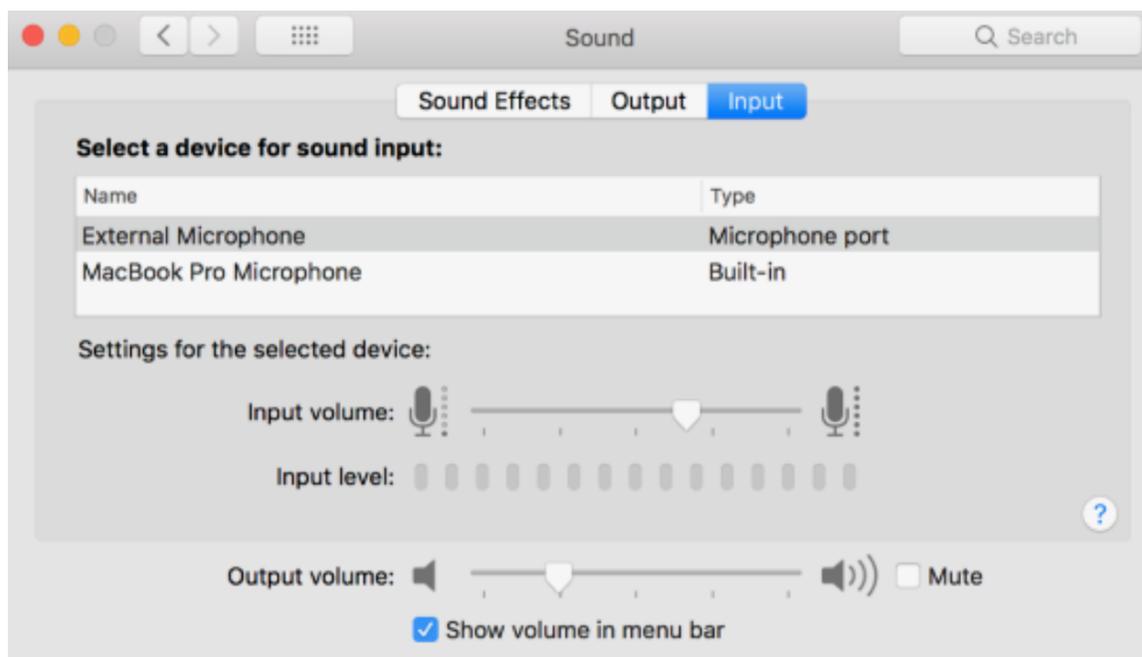
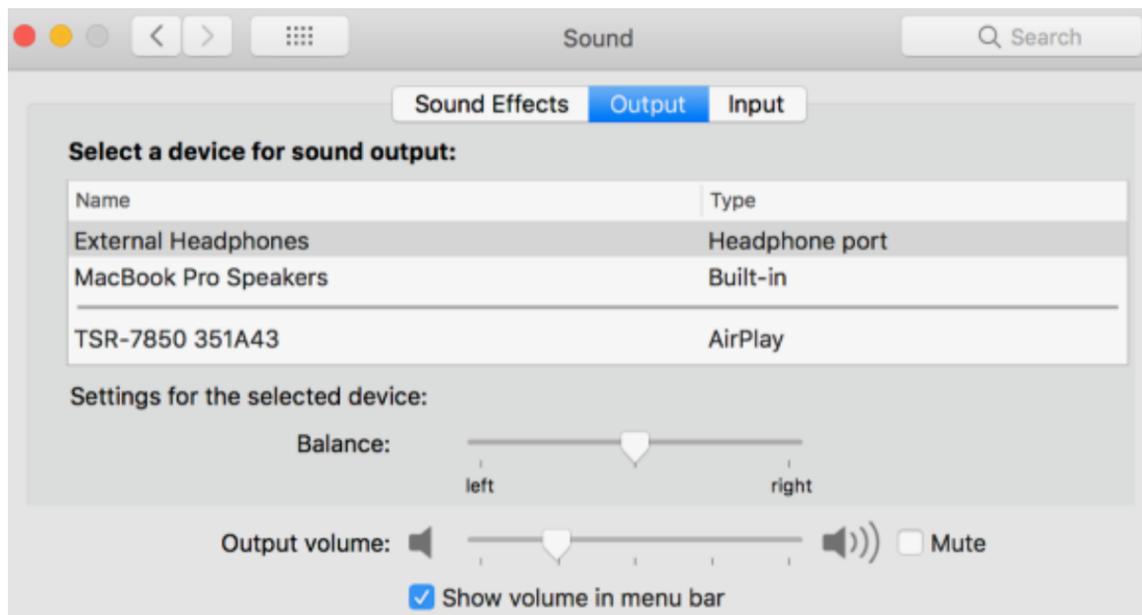
### Windows settings

1. Go to Control Panel > Hardware and Sound > Sound
2. In both the Playback and Recording tabs, ensure the headset marked as the default device with a green checkmark (note that the headset may be categorized as "Speakers"; look for the name of the headset in gray to confirm it is the correct device)



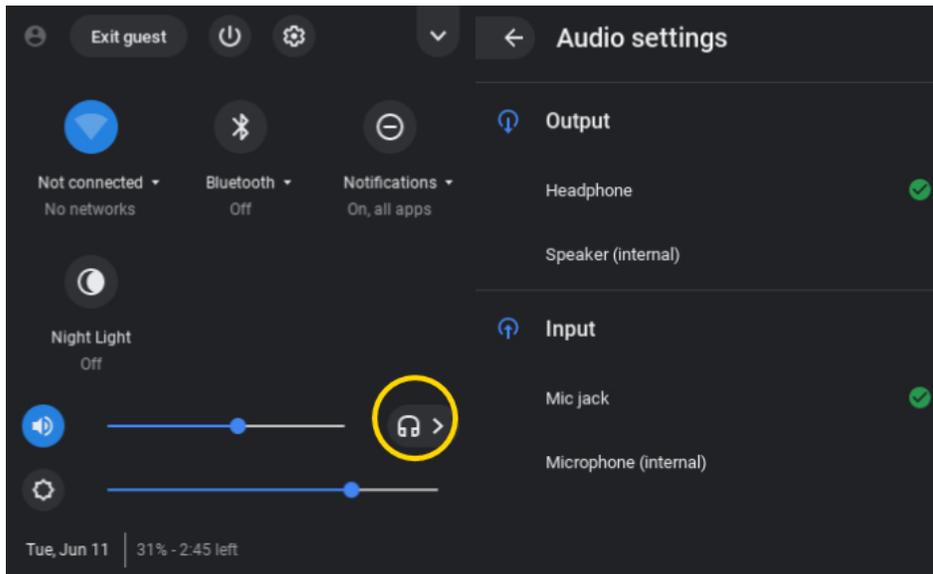
## Mac settings

1. Go to System Preferences > Sound
2. In both the Output and Input tabs:
  - a. Select the headset and microphone
  - b. Important: ensure the Mute box next to the volume slider is unchecked



## Chromebook settings

1. Go to System Tray (lower-right corner)
2. Next to the Volume slider, click the headphone icon
3. Under both Output and Input, make sure the headset and mic are selected



## iPad check

1. Swipe down from the top-right edge of any screen to open the Control Center
2. Tap the circular icon on the upper right of the Music card to see your devices
3. Choose your headset, if necessary

