Follow these steps to begin administering MAP Reading Fluency assessments.

**Step 1—Prepare Your Equipment**

**Procure Devices**
- Each student needs a device such as a Windows® or Mac® computer, iPad®, or Chromebook™, to take the test. Each student will also need a headset with a boom microphone.

**Install Software**
- iPad devices need the MAP Reading Fluency Testing App installed. Other testing devices will need the latest version of the Chrome™ browser.

**Perform an Equipment Check**
- Log into either the teacher site (teach.mapnwea.org) or the student site (student.mapnwea.org) and select **Check Equipment** to test your microphones and headsets.

For more information, see **Setting Up for Testing** in the Help Center. Once you are logged in, you can access help at any time by clicking **Help** in the upper-right corner of the screen.

**Step 2—Assign Passwords**

Every student needs a username and password. Your Data Administrator can assign usernames when the roster is created; otherwise, they will be auto-generated. You cannot change these usernames in MAP Reading Fluency. You can assign individual passwords or give the entire class the same password.
Log in to the teacher site at teach.mapnwea.org and open MAP Reading Fluency.

Click the Student Passwords tab.

As needed, use the filter menus or the search box to display the right group of students.

Change passwords for multiple or individual students (type over the asterisks):

If you change multiple students, you can choose the same password for everyone selected or choose unique, auto-generated passwords.

Click Print immediately because passwords become hidden when you leave the tab or change the list of students.

For more information, see Assigning Passwords in the Help Center.

Step 3—Assign Tests

If all of your students are taking Adaptive Oral Reading in English, which is the test recommended for most students, then you’re ready to go. It’s automatically assigned at the beginning of every term.

If you want to assign a different test, such as a Spanish test or Progress Monitoring, select the Assignments tab, then pick the student and test options that you want and click Assign Test.

For more information, see Assigning Benchmark Tests in the Help Center.
Step 4—Prepare and Test Students

Students log in to testing at [https://student.mapnwea.org](https://student.mapnwea.org).

- Prepare your students by discussing the purpose and giving them a chance to practice—see Practice Tests in the Help Center.

- Set students up for success by checking equipment before testing, minimizing noise, and seating them an arm’s length apart.

- Log students in to (or start the MAP Reading Fluency Testing App on an iPad). It’s best to do this in small groups.

- Monitor students as they test in case they have any issues with their headsets.

- Testing will take about 20 minutes.

For more information, see Testing Students and Common Issues and Solutions in the MAP Help Center.