MAP SETUP CHECKLIST

Weeks Before Testing	After Testing
Assessment Coordination: Schedules & Settings	Complete Test Window
Technical Coordination: Set up & Verify	
Student/Staff Roster: Prepare and Import	Check Data
Staff Activities: Proctor Training	Share & Use Data

Assessment Coordination

Required MAP Role: **District Assessment Coordinator** or **System Administrator**

1 Assign MAP system roles to each of your leaders and set naming preferences.

MAP pages—Manage Users; and Modify Preferences > Modify District
Help topic—MAP Setup > Team + Staff Access

2 Set the testing dates within MAP preferences.

MAP page—Modify Preferences > Manage Terms
Help topic—MAP Setup > Test Dates + More

3 Define which tests are appropriate for students, such as which grade level(s) may take a test.

MAP page—Modify Preferences > Modify Tests
Help topic—MAP Setup > Test Dates + More > Set Testing Rules

4 Throughout testing, generate these operational reports:

  – Test Events by Status
  – Students Without Valid Test Results
  – Students Without Reporting Attributes

Also, to see suspended tests, use Test History Search (open Manage Test Sessions and click Find Students to Test).

MAP page—View Reports > Operational Reports; and Manage Test Sessions
Help topic—Your Data > Operational Reports

5 To receive district averages on MAP reports, you must mark the test window as complete, and then *wait for overnight processing*.

Tip: At the same time, also check your settings for **Weeks of Instruction** so that your MAP reports show the most precise norms percentiles.

MAP page—Modify Preferences > Manage Terms
Help topic—MAP Setup > Test Dates + More > Oversee and Complete Testing

Technical Coordination

Suggested Roles: Technology Coordinator with **System Administrator** and **District Proctor**

1 Verify that your network bandwidth, wireless connections, and firewall settings meet system requirements.

Help topic—MAP Setup > Technology > Review System Requirements

2 On desktops, download lockdown browsers from the MAP homepage and distribute with your administration tools. For Chromebooks and iPads, use NWEA's testing apps, loaded through your device management tools.

MAP page—From the homepage, download desktop browsers
Help topic—MAP Setup > Technology

3 Perform trial runs of MAP testing using a small group of students to validate that everything is ready.

MAP page—Manage Test Sessions
Help topic—MAP Setup > Technology

Student/Staff Roster

Required MAP Role: **Data Administrator**

1 Collaborate on requirements for reporting: class names, ethnicity, student programs.

Help topic—MAP Setup > Students/Staff Roster > Prepare Your Roster

2 Extract records from your Student Information System into the MAP spreadsheet template.

MAP page—From the homepage, download roster templates
Help topic—MAP Setup > Students/Staff Roster > Prepare Your Roster

3 Upload your prepared roster file into MAP and correct any data errors.

Don't wait: Importing can take hours, especially during peak testing, and only one import is allowed at a time across your district.

MAP page—Import Profiles
Help topic—Import Your Roster

4 Check for duplicated and missing students so that your reports are correct. Generate these operational reports, and if you make corrections, **wait for the overnight process**:

– Students Without Reporting Attributes
– Potential Duplicate Profiles
– Students by District

MAP page—View Reports > Operational Reports
Help topic—Your Data > Operational Reports

Staff Preparations

Required MAP Roles: **School Proctor**, **District Proctor**, and **Instructor**

1 Proctors confirm testing conventions and check testing devices.

MAP page—Manage Test Sessions
Help topic—Testing Growth > Readiness Check for Testing

2 Teachers plan which reports to use and how to share data with students and parents.

MAP page—View Reports > MAP Growth Reports
Help topic—Your Data > Report Basics