

# NWEA!

## Helpful links to know:

NWEA Admin/Proctor Portal:

<https://teach.mapnwea.org/admin/>

NWEA Proctor Quick Start Video:

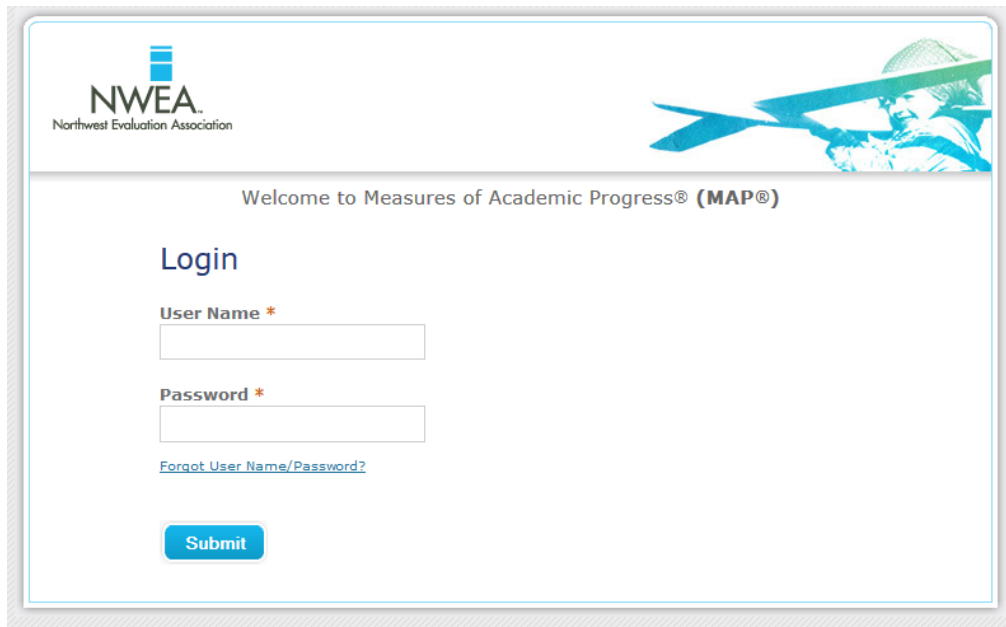
<https://nwea.adobeconnect.com/proctorquickstart/>

NWEA Proctor Tips and Tricks Reference Guide:

[http://www.nwea.org/resources/QRM2\\_Proctor\\_Tips\\_and\\_Troubleshooting\\_QuickRef.pdf](http://www.nwea.org/resources/QRM2_Proctor_Tips_and_Troubleshooting_QuickRef.pdf)

## NWEA Guide – Setting Up Testing Sessions

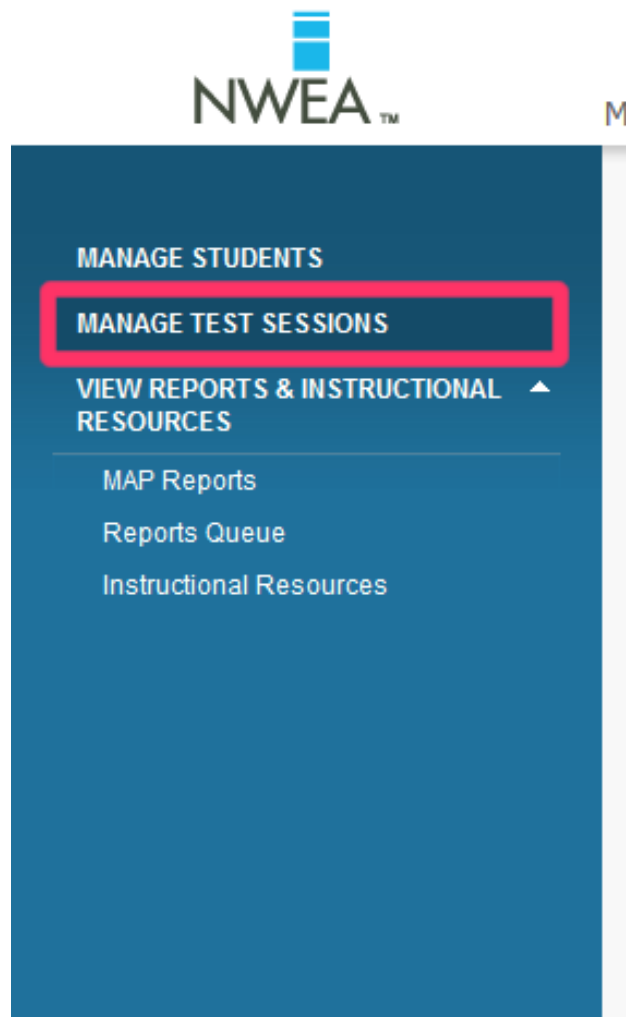
Navigate to the website above. You should have received a username and login in your email from NWEA.



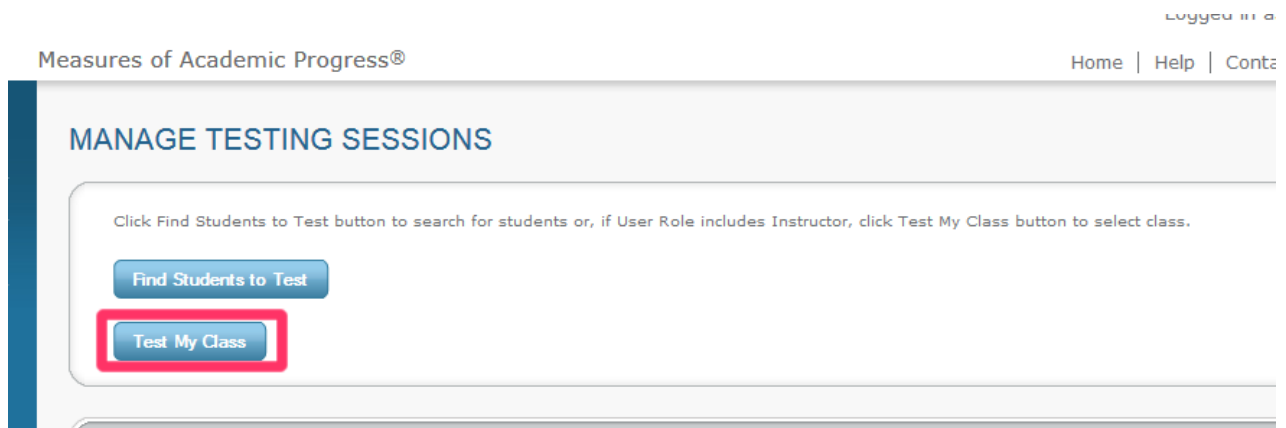
The screenshot shows the NWEA login interface. At the top left is the NWEA logo with the text "Northwest Evaluation Association". At the top right is a graphic of a child holding a large blue arrow. Below the header, it says "Welcome to Measures of Academic Progress® (MAP®)". The main section is titled "Login" and contains two input fields: "User Name \*" and "Password \*". Below these fields is a link that says "Forgot User Name/Password?". At the bottom of the login section is a blue "Submit" button.

On the left hand side, you have a few options. Manage Students, Manage Test Sessions, and View Reports.

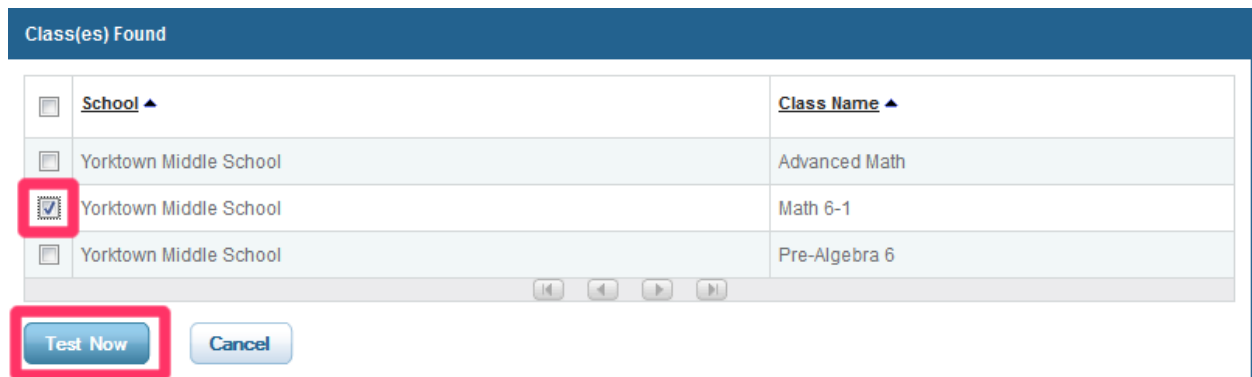
Click Manage Test Sessions.



This is where you will go often to test your students. Two options will be at the middle of the screen. You can test a few students or you can test the entire class. For this example, we will click “Test My Class”



Now, select the current class that you will be testing. Click the check mark next to the class, and click “Test Now” to continue.



Once this is completed, you will be directed to a new screen. This screen is your proctor screen. Note the “Test Session Name” and “Session Password” at the top of the screen:

Measures of Academic Progress® Home | H

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## TEST STUDENTS

**Testing Session Name:** CVPTest1 **Session Password:** 9624

Total Students: 1  
Testing: 0

[Add More Students](#) [Create Student](#) [Refresh Status](#)

**Proctor Action Needed:**  
To Be Confirmed: 0  
Paused: 0

[Confirm Now](#)

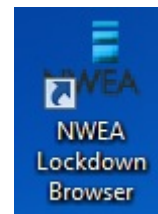
Information on this page updates  
Status to see current information

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select

Provide this to the students to enter on their device.

## Testing From The Student View

Students will click the following link on their desktop:



Once opened, Students will enter your information provided on the NWEA Lockdown Browser.

**Student View**  
NWEA

**MAP**  
Measures of Academic Progress

**Join Session**  
Welcome to Measures of Academic Progress (MAP).  
Please enter your test session name and password to join your test session.

Test Session Name

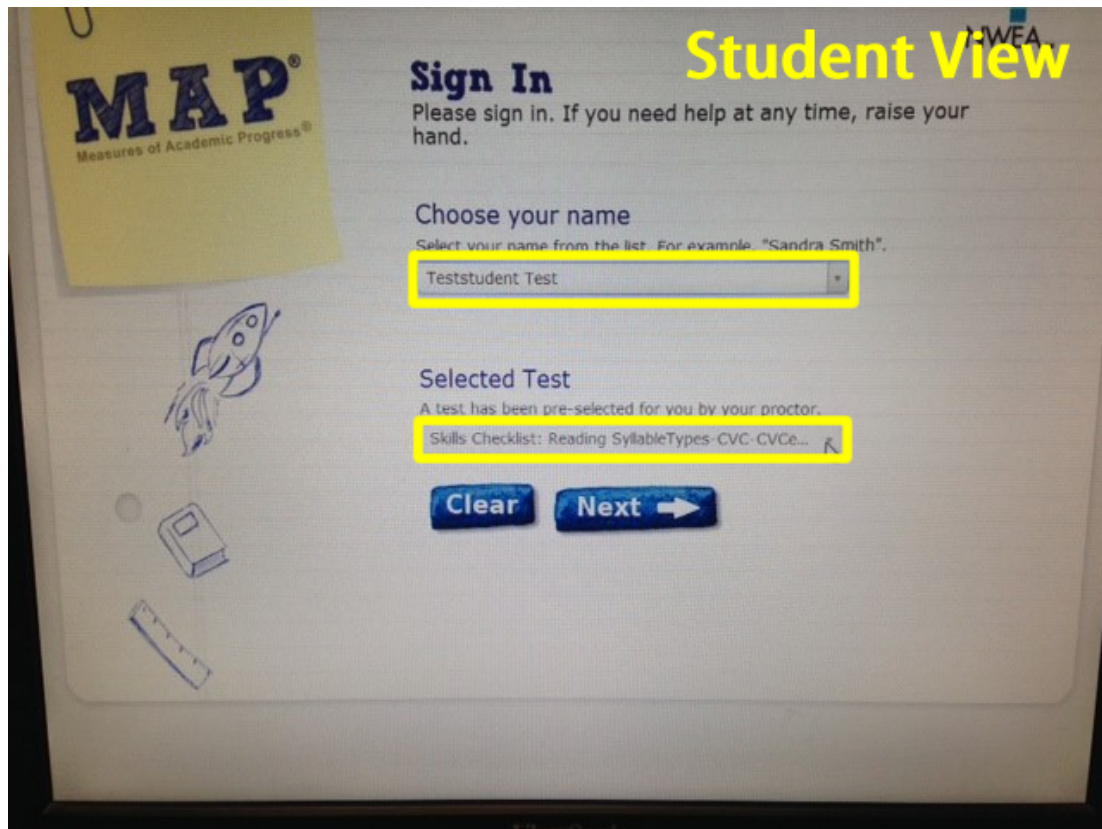
Password

**Join**

**Test Warm-up**

Once information has been entered, click join.

Students will now choose their name from the dropdown menu. Also, tests can be selected if multiple tests have been assigned.



The screenshot shows the 'MAP Measures of Academic Progress' sign-in interface. The title 'Student View' is highlighted in yellow. The 'Sign In' section includes the instruction 'Please sign in. If you need help at any time, raise your hand.' Below this, the 'Choose your name' section has a dropdown menu with 'Teststudent Test' selected. The 'Selected Test' section shows 'Skills Checklist: Reading SyllableTypes-CVC-CVCe...' as the pre-selected test. At the bottom are 'Clear' and 'Next' buttons. The left side of the screen features a yellow sticky note with the MAP logo and some hand-drawn sketches of a rocket, a book, and a ruler.

**MAP**  
Measures of Academic Progress®

**Sign In**  
Please sign in. If you need help at any time, raise your hand.

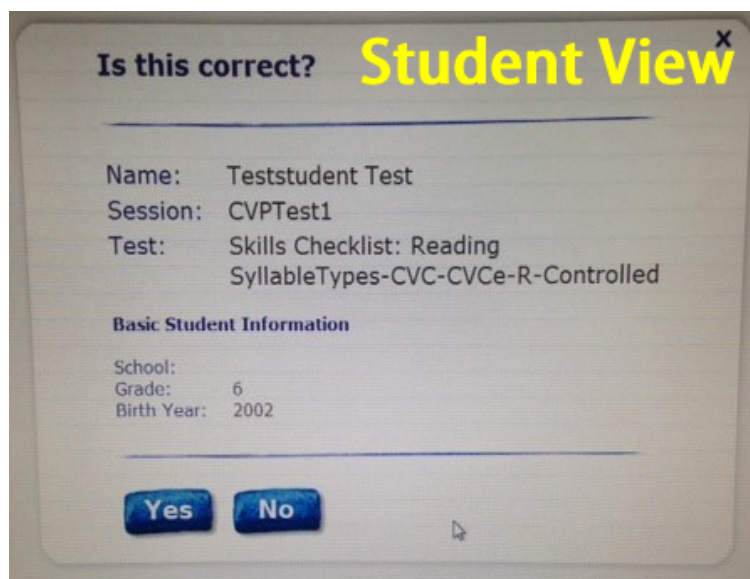
**Choose your name**  
Select your name from the list. For example, "Sandra Smith".  
Teststudent Test

**Selected Test**  
A test has been pre-selected for you by your proctor.  
Skills Checklist: Reading SyllableTypes-CVC-CVCe...

**Clear** **Next** →

Click Next.

NWEA will then ask the student to confirm the information provided.



The screenshot shows the confirmation screen titled 'Is this correct?' with 'Student View' highlighted in yellow. It displays the following information: Name: Teststudent Test, Session: CVPTTest1, and Test: Skills Checklist: Reading SyllableTypes-CVC-CVCe-R-Controlled. Below this is the 'Basic Student Information' section with School: (blank), Grade: 6, and Birth Year: 2002. At the bottom are 'Yes' and 'No' buttons.

**Is this correct?** **Student View**

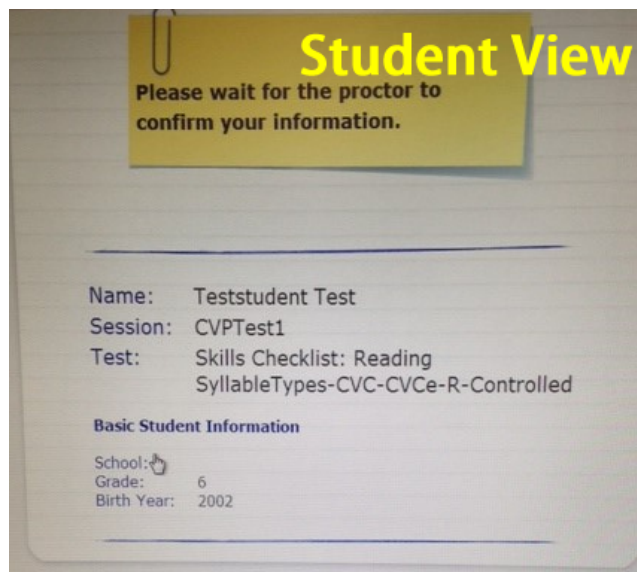
Name: Teststudent Test  
Session: CVPTTest1  
Test: Skills Checklist: Reading SyllableTypes-CVC-CVCe-R-Controlled

**Basic Student Information**  
School:   
Grade: 6  
Birth Year: 2002

**Yes** **No**

Click Yes.

The student must now wait until you have confirmed all students have entered the correct information. The student will not be allowed to do anything until you have confirmed all information on your proctor computer.




**Student View**

Please wait for the proctor to confirm your information.

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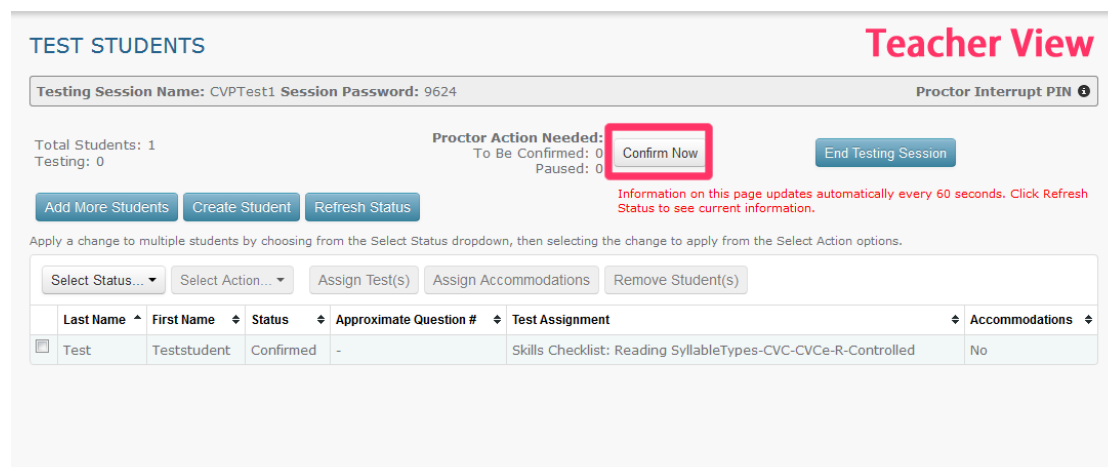
Name: Teststudent Test  
Session: CVPTest1  
Test: Skills Checklist: Reading  
SyllableTypes-CVC-CVCe-R-Controlled

**Basic Student Information**

School:   
Grade: 6  
Birth Year: 2002

## Confirm Students For Testing

To confirm students for testing, return to your proctor computer. On your screen, you will have a “Confirm Now” button. This will confirm all of the students at one time.



**TEST STUDENTS** **Teacher View**

Testing Session Name: CVPTest1 Session Password: 9624 Proctor Interrupt PIN ⓘ

Total Students: 1  
Testing: 0

**Proctor Action Needed:**  
To Be Confirmed: 0  
Paused: 0

**Confirm Now** **End Testing Session**

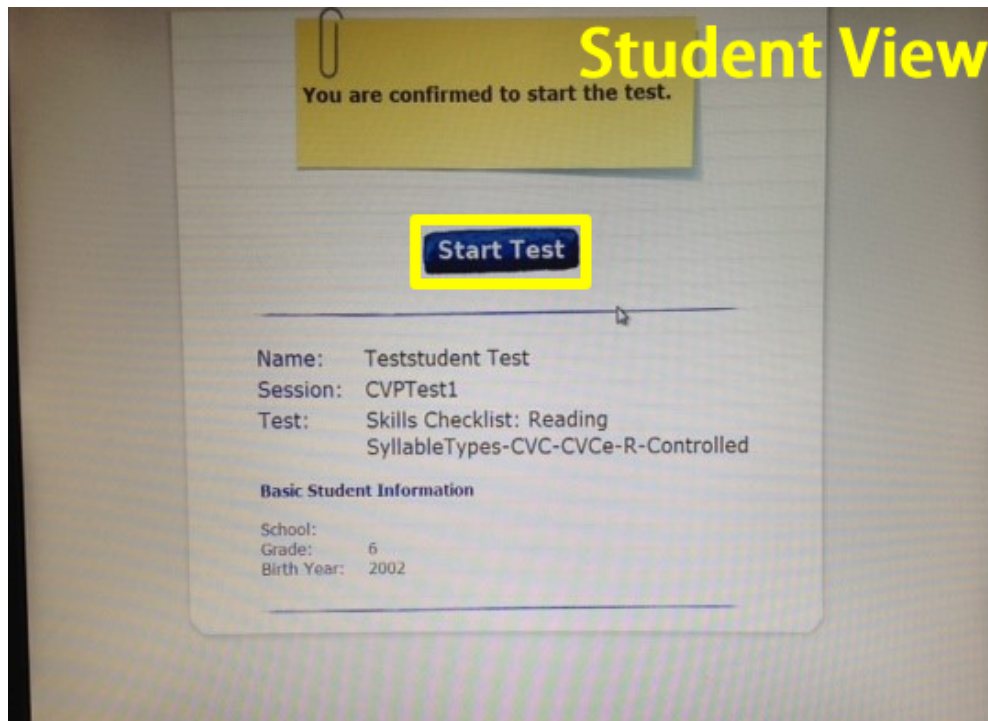
Information on this page updates automatically every 60 seconds. Click Refresh Status to see current information.

**Buttons:** Add More Students, Create Student, Refresh Status

Apply a change to multiple students by choosing from the Select Status dropdown, then selecting the change to apply from the Select Action options.

Select Status...	Select Action...	Assign Test(s)	Assign Accommodations	Remove Student(s)		
Last Name	First Name	Status	Approximate Question #	Test Assignment	Accommodations	
<input type="checkbox"/>	Test	Teststudent	Confirmed	-	Skills Checklist: Reading SyllableTypes-CVC-CVCe-R-Controlled	No

Students will now be able to click “Start Test” and the test will begin!



Once students have completed testing, be sure to End Testing Session by clicking the blue button:

End Testing Session

ETC.....

During testing, you have a few things that you can do:

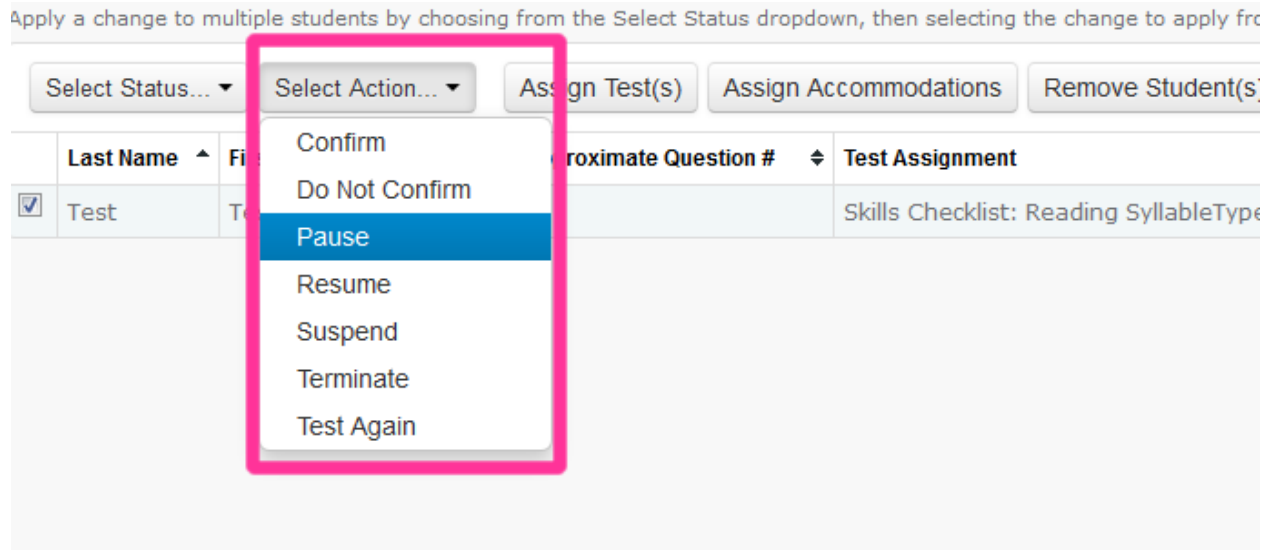
1) Monitor question number.

You can monitor which question each student is on under the “Approximate Question #” column. This helps track where each student is in comparison to the others

2) Pause, Resume, Suspend, Terminate.

You have the option to do these things to individual students. Check the box next to a student’s name and click the “Select Action” button.





## If A student is kicked from a test:

From the Teacher Proctor Screen, Select the student that is having issues.

If the student status is **“Confirmed”** or **“To Be Confirmed”**

Select Action – Select **“Do Not Confirm”**

Have the student quit all the way out of NWEA and log back in.

If the student status is **“Testing”**

Select Action – Select **“Suspend”**

Select the Student Again

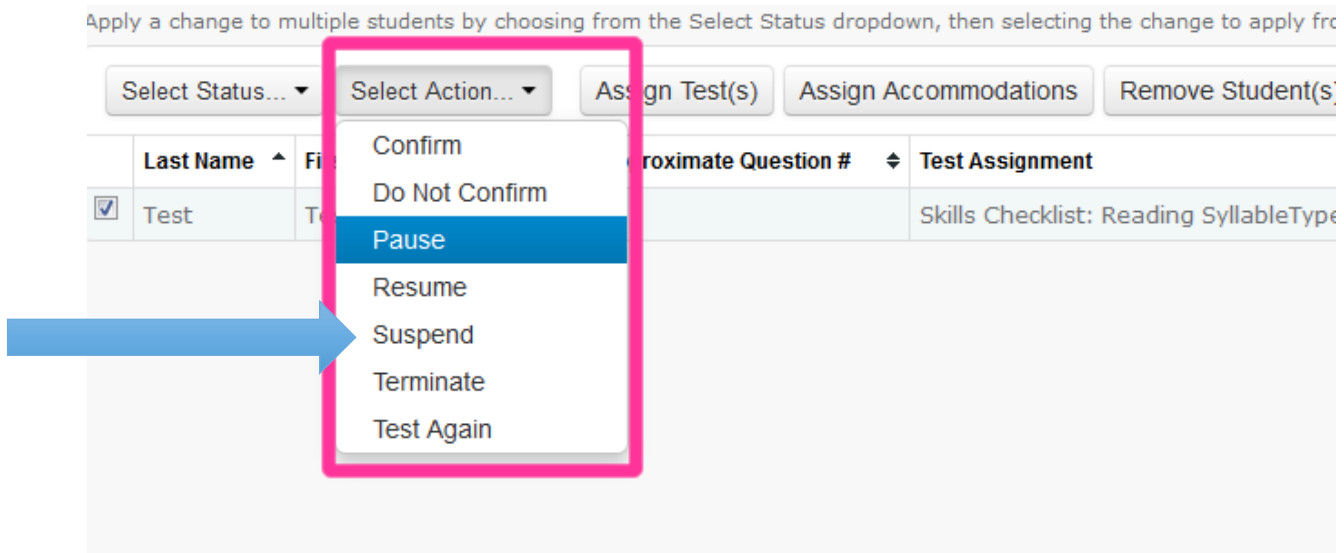
Select Action – Select **“Test Again”**

Have the student quit all the way out of NWEA and log back in.

## If testing does not complete during one session:

Select students that are testing

Select Action – Select “Suspend”



Student will receive a notice that their test has been suspended.

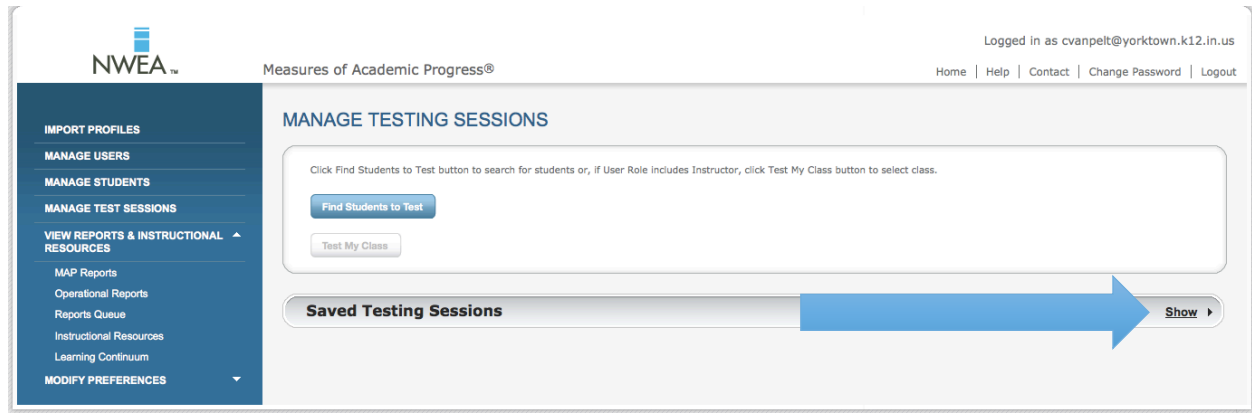
End Testing Session

Make sure you **save and exit** testing session.

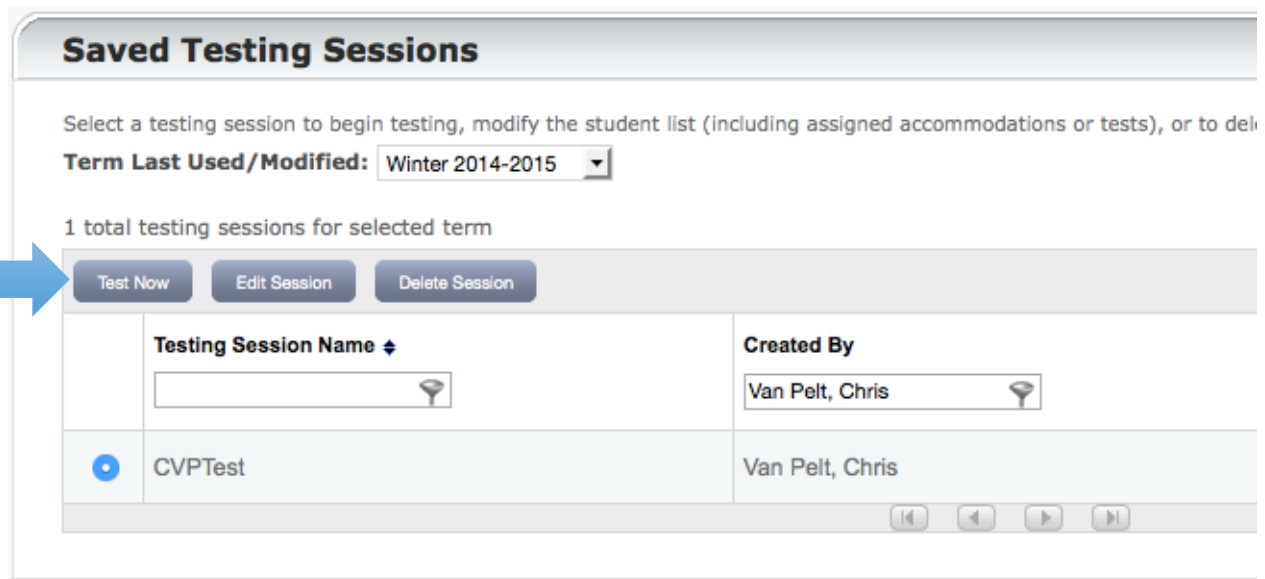
## To resume test session:

Login to [teach.mapnwea.org](http://teach.mapnwea.org)

Under “Manage Test Sessions” you will see a “Saved Testing Sessions” area. Click the “Show button on the right side

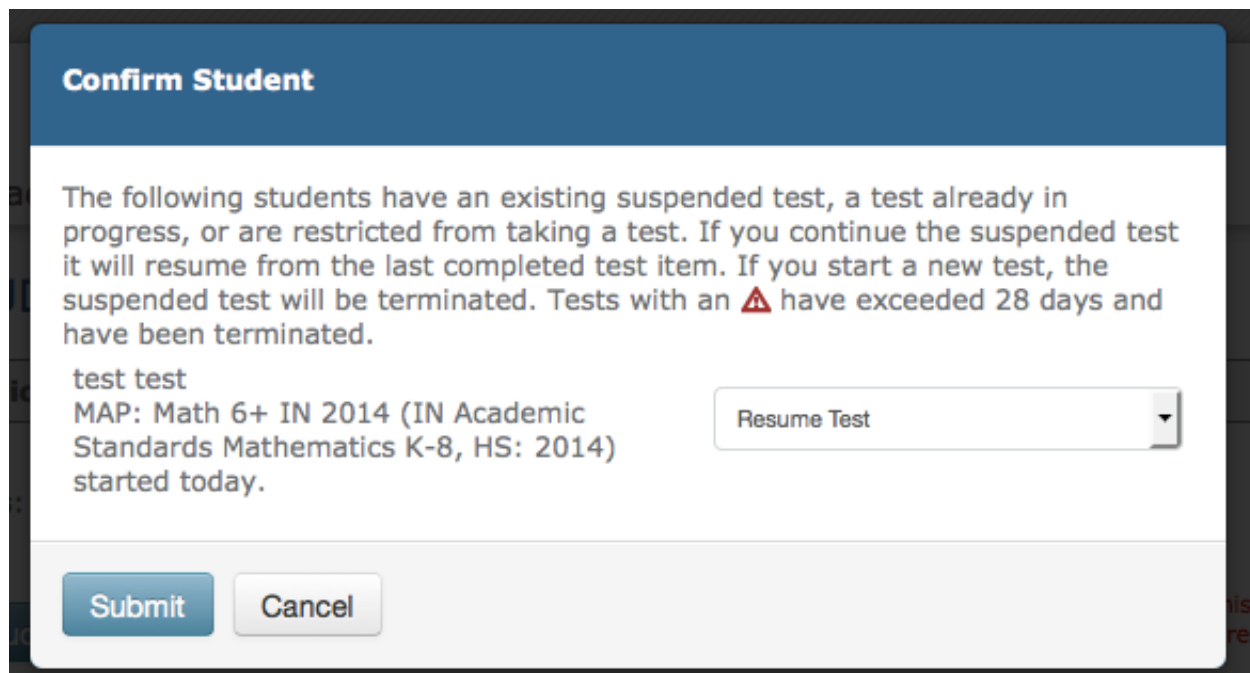


Select your testing session and click test now




Complete steps to setup a test

When you go to confirm students, a pop-up will ask you to resume the test from where it was exited. Click submit.



**Confirm Student**

The following students have an existing suspended test, a test already in progress, or are restricted from taking a test. If you continue the suspended test it will resume from the last completed test item. If you start a new test, the suspended test will be terminated. Tests with an  have exceeded 28 days and have been terminated.

test test  
MAP: Math 6+ IN 2014 (IN Academic Standards Mathematics K-8, HS: 2014) started today.

Resume Test

Submit Cancel

This dialog box is titled "Confirm Student" and has a blue header. The main text explains that students with suspended tests will resume from the last completed item. It lists a specific student: "test test" with the test "MAP: Math 6+ IN 2014 (IN Academic Standards Mathematics K-8, HS: 2014) started today." To the right of this text is a dropdown menu currently showing "Resume Test". At the bottom are two buttons: "Submit" (blue) and "Cancel" (white with a grey border).

Test will resume where student left off.