**Administering the MAP Test**

1. Teacher logs in to teach.mapnwea.org at teaching computer.
2. Teacher clicks **Manage Test Session**.
3. Teacher clicks bullet for the **saved test session**.
4. Teacher clicks **Test Now** button.
5. Students click in **Test Session Name** box.
6. Students type the teacher’s saved test name.
7. Students click in the **Password** box.
8. Students type the teacher’s assigned password.
9. Students click **Join.**
10. Students use dropdown arrow to click on their name.
 (In ABC order by first name)
11. Students check that test assignment is correct.
12. Students click blue **Next** button.
13. Students confirm that the following information is correct:

-name, test session and test

1. Students click **yes**.
2. Teacher clicks **Refresh Status** button for Test Students list.
3. Teacher clicks **Confirm Now** button.
4. Students put on headphones (1st grade only) and click **Start Test** button.

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**MAP Test Troubleshooting: Audio Problems**

1. If a student reports not being able to hear:
	1. Check the volume knob on the sound bar at the bottom of the monitor.
	2. Check the volume icon on the taskbar.
	3. Unplug headphones and plug into the green jack in the computer tower.
		1. Click OK
		
		2. When you see that the volume control is up click the X to close.
		
	4. Reset icon on the MAP test window in bottom left corner.

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**MAP Test Troubleshooting: Kicked out of Test**

1. Student will hover on the **Google Chrome icon on the taskbar**. Is the test window there?
	1. If so, click the pop up window to return to test.

If not:

1. Student will click the red X to close all windows.
2. Teacher will **check the student’s name** on the Test Students list.
3. Teacher will use dropdown arrow for **Select Action** button and click **Suspend**.
4. Teacher will click **OK**.
5. Teacher will immediately **check the student’s name** on the Test Students list again.
6. Teacher will use dropdown arrow for **Select Action** button and click **Test Again**.
7. Student will open **Google Chrome**.
8. Student will open testing window **test.mapnwea.org**.
9. Student will enter **Test Session Name** and **Password**.
10. Student will **select their name**, test and click **Next**.
11. Student will confirm name and test and click **Yes**.
12. Teacher will click **Refresh Status** button.
13. Teacher will click **Confirm Now** button.
14. Click **Submit**.
15. Student will click **Start Test**.

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**MAP Test Troubleshooting:
Student Doesn’t Finish Testing in Time**

1. Teacher will **check the student’s name** on the Test Students list.
2. Teacher will use dropdown arrow for **Select Action** button and click **Suspend**.
3. Teacher will click **OK**.
4. Teacher will immediately **check the student’s name** on the Test Students list again.
5. Teacher will use dropdown arrow for **Select Action** button and click **Test Again**.
6. Student will click **OK**.

This student is now ready to finish the test at a later time.

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