

## MAP Start/End Testing and troubleshooting

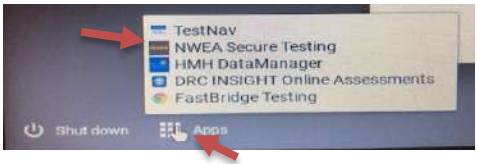
### Proctor/Teacher log-on:

Windows – Internet Explorer, Firefox or Chrome

MAC – Safari, Firefox or Chrome

- teach.mapnwea.org
- Username: full email @shakopee.k12.mn.us
- Password: individually managed – click on forgot password if you do not know your password

### Student device log-on and exit:

<b>Windows:</b> Username: XXTest (XX is the building) Password: Testing1 Double click on the NWEA icon Exit “X” in the upper right hand corner or <b>Ctrl+Shift+Q</b>	<b>Chrome book:</b> Turn power on Do not sign in Click on Apps Click on NWEA Secure Testing Exit <b>shift+alt+k</b>	
<b>Mac:</b> Student log on Get NWEA Secure Testing Browser from Self Service Launchpad > NWEA Secure Testing Browser Exit “X” in the upper right hand corner or power the machine off	<b>iPad:</b> Select the NWEA icon (get from Self Service) Exit by double clicking the home button – swipe upward flicking the APP off the screen Exit with guided access – triple click on the home button, enter the guided access code, swipe upward flicking the APP off the screen	

### End Testing (Proctor):

Before you can begin another testing session, you must end the first session:

1. On the proctor computer press the **Refresh Status** button near the top of your screen
2. Check the “Status” column for any students still testing.
3. When no one is left testing, click **End Testing Session**. At the prompt, choose:
  - Save – If the same group of students will be tested together later.
  - Delete – If different groups will be formed for further testing. (Deleting it does not affect test results, tests are associated with the students, not the test session.)
4. Before students leave, ask them to close down (click the X at top).

**Note:** Test sessions expire each day and students left in a testing status switch to suspended status.

**Testing Help call Katie X5049**

**Over for Troubleshooting>>>**

- Student device will not move to next question – frozen
- Student device has white screen
- Student device spinning to load
- Student has answered question but there is no NEXT button
- Student is attempting to sign on and their name does not appear on the list

1. On the proctor computer

- a. Click the “Refresh Status” blue button
- b. What is the status for the student having issues?

“Confirmed” or “To be Confirmed”	“Testing”
<p>2. On the proctor computer</p> <ol style="list-style-type: none"> <li>a. Select the box to the left of the student</li> <li>b. Click on <b>Select Action</b></li> <li>c. Select <b>Do Not Confirm</b></li> <li>d. Status will change to Awaiting Student</li> </ol>	<p>2. On the proctor computer</p> <ol style="list-style-type: none"> <li>a. Select the box to the left of the student</li> <li>b. Click on <b>Select Action</b></li> <li>c. Select <b>Suspend</b></li> <li>d. Status will change to Suspended</li> <li>e. Select the box to the left of the student</li> <li>f. Click on <b>Select Action</b></li> <li>g. Select <b>Test Again</b></li> <li>h. Status will change to Awaiting Student</li> </ol>
<p>3. On the student device – (iPad skip to #4)</p> <ol style="list-style-type: none"> <li>a. Exit out of the browser/APP               <ol style="list-style-type: none"> <li>i. X in the upper right hand corner</li> <li>ii. Windows – Ctrl+Shift+Q</li> <li>iii. Chrome book – Ctrl+Alt+Shift+Q</li> <li>iv. Mac – cmd+Shift+Q, cmd+Shift+F10, cmd+Shift+F10+fn</li> <li>v. If nothing else works - Press and hold the start button to force the device to shut down</li> </ol> </li> <li>b. Click on the NWEA icon/APP to restart it</li> <li>c. Sign on with the Session Name and Password</li> <li>d. Student selects their name from the drop down</li> </ol>	<p>3. Sometimes an <b>OK button</b> appears on the student screen</p> <ol style="list-style-type: none"> <li>a. Click on OK</li> <li>b. Join the test again</li> </ol> <p>-OR-</p>
<p>4. On iPads</p> <ol style="list-style-type: none"> <li>a. Triple click home button to get out of guided access – the code will need to be entered</li> <li>b. Double Click home button, Swipe upward on the app’s thumbnail until you flick it off the screen</li> <li>c. Select the MAP app to restart guided access</li> <li>d. Sign on with the Session Name and Password</li> <li>e. Student selects their name from the drop down</li> </ol>	<p>4. On the student device</p> <ol style="list-style-type: none"> <li>a. Exit out of the browser/APP               <ol style="list-style-type: none"> <li>i. X in the upper right hand corner</li> <li>ii. Windows – Ctrl+Shift+Q</li> <li>iii. Chrome book – Ctrl+Alt+Shift+Q</li> <li>vi. Mac – cmd+Shift+Q, cmd+Shift+F10, cmd+Shift+F10+fn</li> <li>iv. iPad – double click and swipe APP upward off the screen</li> <li>v. If nothing else works - Press and hold the start button to force the device to shut down</li> </ol> </li> <li>b. Click on the NWEA icon/APP to restart it</li> <li>c. Sign on with Session Name and Password</li> <li>d. Student selects their name from the drop down</li> </ol>