

Maine NWEA MAP Administration Site Setup Tasks

To access the MAP Administration site - <http://teach.mapnwea.org/>

Task	Steps
Add Participating Schools <i>(Modify Preferences → Modify District)</i>	<ul style="list-style-type: none"> ○ <u>Confirm all participating schools have been added</u> ○ Verify that the name of the schools' match what is in your Student Information System <ul style="list-style-type: none"> ▪ Add School(s) by click on the 'Add School' button ▪ Edit School Name by selecting the school and click on 'Edit Name and State Code' ▪ Updated and added school name(s) will appear under Custom Name column
Assessment Term and Instructional Weeks <i>(Modify Preferences → Manage Terms)</i>	<ul style="list-style-type: none"> ○ <u>Set Term Start and End Date</u> <ul style="list-style-type: none"> ▪ Set the Term Start Date: 3/1/21 or 3/15/21 ▪ Set the Term End Date: 6/15/21 ○ <u>Set Test Window Start and End Date</u> <ul style="list-style-type: none"> ▪ Set the Term Start Date: 3/1/21 or 3/15/21 ▪ Set the Term End Date: 6/15/21 ○ <u>Set Spring Instructional Weeks</u> <ul style="list-style-type: none"> ▪ Count how many weeks of instruction students have had from the beginning of the school year up until they take the assessment (do not include any breaks) and use the drop-down box to set your instructional weeks
Assessment Restrictions <i>(Modify Preferences → Modify Tests)</i>	<ul style="list-style-type: none"> ○ <u>Select all five assessments and click Edit Assessment Settings</u> <ul style="list-style-type: none"> ▪ Make sure that 'Active' is checked and you should see Frequency is 'Once Per Term' ▪ You can also set certain assessments to be available for certain grades, so a student doesn't take the wrong assessment <ul style="list-style-type: none"> • For example, you can select the Growth: Math 2-5 CCSS 2010 V2 and click 'Edit Test Settings' <ul style="list-style-type: none"> ○ Make sure active is checked and you can uncheck all grades and select grades 2-5 (you can repeat this process with any of the other assessments)