USING THE TEST MY CLASS FUNCTION

1. Log into the MAP testing website
2. Click on **Manage Test Sessions**
3. Click the **Test my Class** button
4. When the box appears, **select one or more of your sections** to test
   a. for teachers of Standard/Collab classes, you will want to select both sections to ensure that all students are in the testing session
   b. for teachers doing make-ups during ELT, you can select all your classes and start testing
5. Click **Test Now**
6. Click on the checkbox near the column header Last Name (this should select all the students in the session)
7. Click the **Assign Tests** button
8. When the box appears, use the dropdown to **select the test** you are administering
   a. Tests that start with "MAP:" are the full battery
   b. Tests that start with "Survey:" are the shortened form of the assessment
   c. The grade level spans in the test name are not important; you can administer the 2-5 to 8th graders or 6+ to 3rd graders with no consequences to students
9. When all tests have been assigned correctly, give students the session name and password so they can log in to the session
10. At the end of the testing session, if there are students still testing:
    a. Have them complete the question they are on
    b. Suspend their test
    c. End the testing session

TIP: You do not need to remember the session name for this session. You will repeat the steps above for any students needing to finish their test.