

# MAP TESTING

## **Section I: If you must start up a computer from beginning:**

1. Turn on computer & login in as “ \_\_\_\_\_ ” & a password of “ \_\_\_\_\_ ”
  2. Click on “Test Taker”
  3. Name: \_\_\_\_\_
  4. Password: \_\_\_\_\_
  5. Click “next”
  6. Click on “Subject”
  7. Highlight test you want (EX: 5<sup>th</sup> gr = Goals Survey 2-5 OR 6-8 gr = Goals Survey 6+)
  8. Click “Add” (it now shows up in the box at the bottom of the page)
  9. Highlight it in the bottom box
  10. Click “next”
  11. Type in the first 2 or 3 letter of the students last name (Student Selection Screen)
  12. Click “search”
  13. Highlight name (if name doesn't appear, search by grade)
  14. Click “finish”
  15. Student's test is now loaded!
- 

## **Section #2: After your student has completed a test:**

1. Scores are on screen. Log the scores on your log sheet
  2. It then asks if you want to print...click “no”
  3. Click “previous”
  4. Select new student
  5. Follow steps 9-12 above
- 

## **Section #3: After your student has completed a test & the next group needs a DIFFERENT test:**

1. Log scores
  2. Print = “no”
  3. Click “Previous” (this is the student selection screen)
  4. Click “Previous” (this is the subject/test screen)
  5. Highlight test noted in bottom box that was just administered to your students
  6. Click “delete” (You are not deleting test or data. You're just telling computer to switch)
  7. Follow steps 4-12 in section #1
-

**Section #4: Pausing, closing or terminating a test:** (This is for the student that is leaving the room –whether returning in a few minutes or completing the test at another time AND they are the same steps you take if your student is logged on to the wrong test.)

1. Control key, shift key, & P are held down all together (MAC= open apple & P)
2. Password (same as above) usparp
3. Click “Terminate”
4. Don’t worry about other boxes (comments, close etc.)
5. Decide – resumable or not
6. When student comes back – whether the next day or after returning from bathroom, you find them in the Student Selection area & click finish.
7. It will ask if you want to resume or restart – click whichever is applicable
8. If they just left the room, the computer already has the test loaded but if they are completing on another day, you may need to choose the test.

8/6/09  
Renée Klinkner  
Delano Middle School  
Delano, MN