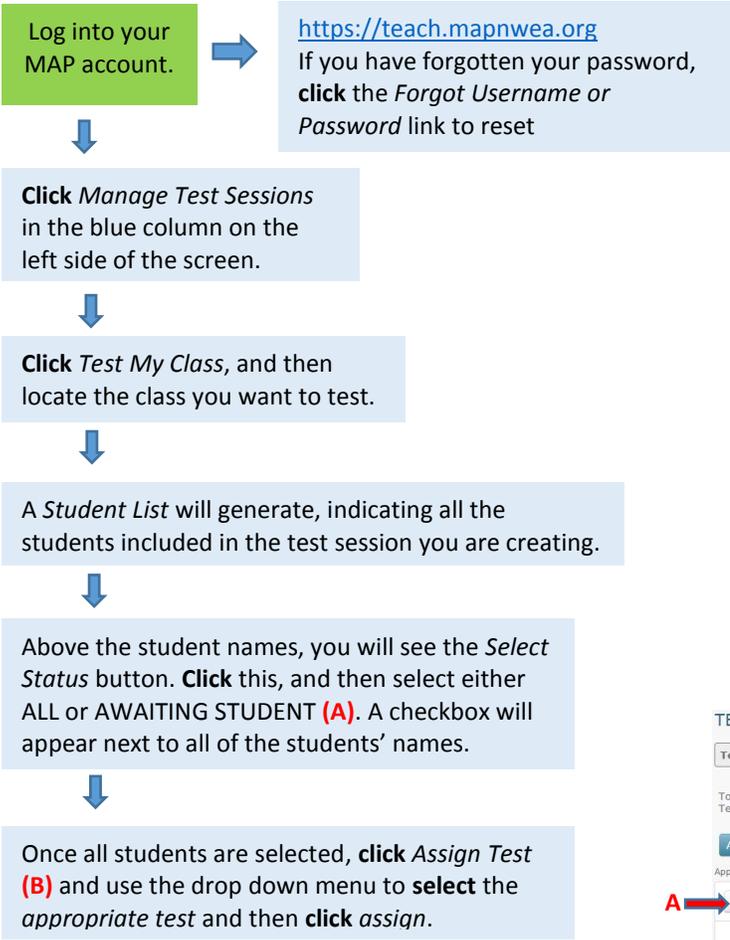


MAP Growth Test Session Set-Up Quick Guide for Boston Public Schools



*** Assigning Text-to-Speech ***

If a student requires TTS, after assigning the test (B, in steps), select the students that require TTS and **Click** "Assign Accommodations." In the pop-up window, under the "Embedded Designated Features" section, **place a check mark** next to Text-to-Speech, and then below, select which parts of the item you want read to the student(s). **Click** "Assign." *Check with your school/ district leadership to determine which options are appropriate when determining what parts of the item should be read to the student(s) based on the specific accommodations.*



If you are testing your class immediately following the creating of your test session

Click *Test Now* to start your test session. A *Test Session Name* and *Password* will be generated*. **Write** this information on your white board as this will be the Test Session Name and Password your students will use to enter the test session.

If you are creating your test session in advance to test your class at a later time

Click *End Session* and create an "easy" name that will be able to identify the test session. I.e., If you are Ms. Smith and you are creating a test session for your third period language arts class, you may name your session *SMITHLA3*. If you receive a message saying you cannot use the name you typed, this means it is already being used by someone else and you will need to create a different name.

IMPORTANT: If you are not a homeroom teacher and you are pulling kids from multiple classes to test, you will not select "Test My Class" described in step 2 above after logging in. Instead, you will use the "Find Students to Test" button and search for the students you wish to test using the filters. Then, once all students are added, you will continue following the steps outlined above. An example would be someone who is pulling students from multiple classes for a make-up session.

When you are ready to actually test your class, log back into your MAP account, click *Manage Test Sessions*, then click *Show* under the "Saved Test Sessions" bar, and **select** the test session you wish to use and then click *Test Now*. The test session name will appear with a new password.*

Helpful Hint!

* When using the same test session multiple times (I.e., a student was absent, or they need to finish a test), the session name will always remain the same unless you manually rename it upon exiting the test session; however, each time that test session is opened, a new password will be generated to ensure the security of the assessment.