NWEA MAP Testing Directions

1) Access the testing server using one of these sets of directions:

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Testing from an OLA Verizon HP or Compaq netbook
2) Turn on the HP Mini 210
3) Click on the Student icon to log on to the student account
4) Connect to the Internet (use the VZAccess Manager)
5) Click on the "nwea" icon on the desktop
6) A remote desktop notification with a yellow bar at the top will appear. Click "connect"
7) Another warning box with a yellow bar at the top will appear. Click "yes"

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Testing from a different computer
1) Go to www.monte.k12.co.us/nwea
2) If prompted with any security messages choose "allow" or "ok" or "yes" or "connect"

If the above doesn't work:
1) Go to Start, type "Remote Desktop" in the Search box.
2) Click on "Remote Desktop Connection"
3) In the Remote Desktop window, type this for the computer: **test.monte.k12.co.us**

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2) After a few moments, a Windows Server login screen will appear. Enter the student's regular ***school*** <u>user name and password</u>
3) After a few moments, a TestTaker screen will load. Enter your testing information:
    User name: OLAProctor1   Password: map159
4) Click on the "Add Test" dropdown menu and select the needed test area (Reading, for example)
5) Click Add
6) **Repeat** for any additional tests indicated on your testing letter.
7) Click Next
8) In the Last Name box enter the student's entire last name. In the First Name box enter the first letter of the student's first name. Click "Search".
9) Click on the student's name in the Search Results window (if the name isn't there, call OLA – we'll add it).
10) Read the directions sheet to the student and then click "Start Test".
11) After completing a test, the next test will automatically load. You can exit and complete testing later if you want to spread the testing out some.

If you need to interrupt testing for any reason…
…Hold down the **Ctrl, Shift**, and "**P**" keys simultaneously. Enter your proctor password (from 3b above), choose Termination Options, and choose Make Resumable. The student may finish the test at a later time without having to start over.

When testing is complete…
1) Click Exit
2) Click Start > Logoff
3) This will return you to your desktop

STUCK IN THE SAME TEST? (Sometimes happens to a small percentage of testers). If you end up back in the same test the student has already completed, you can get out of it by holding down the **Ctrl, Shift**, and "**P**" keys simultaneously. Enter your proctor password (from 3b above), choose Termination Options, and choose Do Not Make Resumable. Then go back to the test selection page (click on "Back" from the Student Selection page) and remove the finished test.