

# Online MAP® Administration

## Overview and Training Plan



*This format applies to workshops effective March 1, 2012.*

In the Online MAP® Administration training, new partners learn to implement and administer MAP assessments. Participants learn how adaptive testing can be used to measure student progress and identify instructional needs. The online format offers partners greater flexibility of scheduling.

### Eligibility Criteria

Partners that fit one or more of the following criteria may choose the Online MAP Administration training:

- Number of students tested (less than 750)
- Remote location (exceeds 3-day commitment = 2 days of travel + 1 day workshop)
- International
- Unique licensing situations: eligibility to be determined on an individual basis (provide services in several geographic locations, requires customization, use online training regularly, compilation of several schools/districts)

### Online Workshop Expectations

- Create a plan to implement training for all staff
- Utilize available training components and support resources
- Provide adequate time to complete training prior to testing

### Completing the Online MAP Administration Training

To help your staff make the best use of their time, the Online MAP Administration training is divided into several components. Use the following table to help your staff get the most out of the available training components. While the following steps are presented in chronological order, it is acceptable for some steps to occur simultaneously.

**Note:** Materials for the MAP Basics (Module 1), Logistics (Module 2), and the Reports and Resources (Module 3) recorded online trainings are provided electronically.

Step	Training Component or Task	Purpose	Recommended Role-Based Participant(s)	Duration and Format	Instructions	Date of Completion
1	Implementation Call	To help develop a plan for training staff	MAP team	1 hour Telephone call	NWEA will schedule the call	
2	MAP Basics (Module 1)	To give participants an overview of MAP system basics	MAP team and staff interested in learning about MAP assessments	½ hour Recorded Online Training: Self-paced	Access at <a href="http://nwea.adobeconnect.com/mapbasics">http://nwea.adobeconnect.com/mapbasics</a>	
3	Enrolling for a Test Term: Class Roster File (CRF) and Special Programs File (SPF) Creation	To learn tips to create error-free CRFs and SPFs and understand the enrollment process	MAP coordinator and CRF coordinator	½ hour Online Tutorial: Short, self-paced how-to session	Access at <a href="https://legacysupport.nwea.org/assets/tutorials/enrolling/EnrollingForATestTerm">https://legacysupport.nwea.org/assets/tutorials/enrolling/EnrollingForATestTerm</a>	

Step	Training Component or Task	Purpose	Recommended Role-Based Participant(s)	Duration and Format	Instructions	Date of Completion
4	Using NTE Admin 2 tutorial	To learn how to download student, test, and school data, add new students, and upload test results	MAP coordinator and technical coordinator	½ hour Online Tutorial: Short, self-paced how-to session	Access at <a href="http://nwea.adobeconnect.com/usingNTEadmin2">http://nwea.adobeconnect.com/usingNTEadmin2</a>	
5	MAP Proctor Training Note: Training is divided into two sections: Proctoring MAP tests and Proctoring MAP for Primary Grades tests	To learn how to administer tests in TestTaker	Proctors and at least one member of the district leadership team per building	½ hour Recorded Online Training: Self-paced	Access at <a href="http://nwea.adobeconnect.com/proctortrainingv2">http://nwea.adobeconnect.com/proctortrainingv2</a>	
6	Facilitated Technical Session	To answer technical questions your staff might have after viewing the online trainings, to review steps for setting up your network test environment (NTE), and to discuss the available resources to support you during your testing window	MAP coordinator, technical coordinator, and CRF coordinator  Note: You are allocated one connection for this session	1 hour Live Online Training: Live, web-delivered session led by a facilitator	Will be given access information by NWEA staff	
7	Logistics (Module 2)	To help you plan a successful implementation	All staff who will be using the MAP system	1 hour Recorded Online Training: Self-paced	Access at <a href="http://nwea.adobeconnect.com/logistics">http://nwea.adobeconnect.com/logistics</a>	
8	Reports and Resources (Module 3)	To guide you in interpreting test results, accessing additional resources, and creating plans for student achievement and growth	All staff who will be using the MAP system	1 hour Recorded Online Training: Self-paced	Access at <a href="http://nwea.adobeconnect.com/reportsandresources">http://nwea.adobeconnect.com/reportsandresources</a>	
9	MAP for Primary Grades: Key Features and Components and MAP for Primary Grades: Successful Administration Note: Only required for those administering MAP for Primary Grades assessments	To learn preparation steps for administering MAP for Primary Grades assessments, accessing reports, and understanding test data	All staff who will be using the MAP for Primary Grades assessments and/or reports	½ hour Recorded Online Trainings: Self-paced	Access MAP for Primary Grades Key Features and Components at <a href="http://nwea.adobeconnect.com/mpgfeatures">http://nwea.adobeconnect.com/mpgfeatures</a>  Access MAP for Primary Grades: Successful Administration at <a href="http://nwea.adobeconnect.com/mpgadmin">http://nwea.adobeconnect.com/mpgadmin</a>	
10	MAP Administration Lab Experience	To introduce using TestTaker and accessing MAP reports and resources	All staff who will use and access MAP tests and reports	1 hour Self-guided, hands-on experience	Lab experience documents provided for download from the Reports and Resources (Module 3) and/or MAP for Primary Grades: Successful Administration recorded online trainings	
11	Facilitated Administration Session	To proactively provide support to your staff and to answer questions before you begin testing	MAP coordinator and up to two additional staff  Note: You are allocated one connection for this session	1 hour Live Online Training: Live, web-delivered session led by a facilitator	Will be given access information by NWEA staff	

Step	Training Component or Task	Purpose	Recommended Role-Based Participant(s)	Duration and Format	Instructions	Date of Completion
12	Post-Training Call	To confirm readiness for testing	MAP coordinator	½ hour Telephone call	NWEA will schedule the call	
13	Destination PD™	To deepen knowledge of the MAP system and assessment data	All staff who will be using the MAP system	1 hour per module Online Courses: Self-paced lessons to deepen knowledge of a specific topic	Will be given access information to Destination PD by NWEA staff	

**Role-Based Training Plan:**

- MAP coordinator: All steps
- CRF coordinator: Steps 1, 2, 3, and 6
- Technical coordinator: Steps 1, 2, 4, and 6
- Proctors: Steps 2, 5, and 10 (the TestTaker part of the Lab Experience)
- Staff: Steps 2, 7, 8, 10, and 13
- District leadership (principals, lead teachers, etc.): Steps 2, 5, 7, 8, 10, and 11
- Primary grades staff (if licensing MAP for Primary Grades): Steps 2, 9, and 10