

Northwest Evaluation Association Measures of Academic Progress (MAP) Using the *Test Administration Application*



You must have an assigned login and password from NWEA to access data on our server web site.



The NWEA Test Administration Application (TAA) must be accessed through Internet Explorer 5x to work properly. You can use a version between 5.01 and 6.0. You cannot use IE 6.



Check the MAP User's Manual for more specific information about setting up the TAA.

Before a Testing Session:

Start Internet Explorer, enter the following address (without "http://"), and press the **<Enter>** key on the keyboard.

map.nwea.org/taa.hta

This will bring up the TAA login screen. Enter your User ID and password, and then click the **<Submit>** button.

The menus shown on the left side of the window show up depending on the permissions granted to the user that has logged on. At minimum, you should have permission to **"Add New Student"**, **"View/Modify Student Profile"**, and **"Upload Test Results"**.

Adding a New Student:

When a student is not already in the database, you can easily add a profile for that student to both the database on the local server and the database on the NWEA server at the same time.

1. On the left side of the window, mouse-over the **Students>>** menu, then the **"Add New Student"** submenu item.
2. On the **"Add New Student"** screen, fill in the blanks to specify the student's name, ID, birth date. Make selections to associate the student with a school, grade, gender, ethnic group, and the current term. You also fill in the blanks to specify the beginning date for instruction and total number of instructional days at that school for the current year.
3. Click the **<Submit>** button.
4. On the **"Add Student to NTE"** screen, click the **<Save Student>** button to add the student to your local database as well as the NWEA database.
5. After the program adds the student's profile data to the database, you see a blank **"Add New Student"** screen so you can add another student.

Modifying a Student's Profile

If some information about a student has changed, you can modify it through the TAA.

1. On the left side of the window, mouse-over click the **Students>>** menu, then click the **“View/Modify Student Profile”** submenu item.
2. On the **“Find Student”** screen, enter some information to help locate the student in the database and click the **<Submit>** button.
3. You can sort the names that come up by either name or student ID. Use the scroll bar, if necessary, to view the names of all students in the list.
4. On the row with the desired student's name, click either the **<Modify>** button or the **<View>** button (if you only want to view the student profile).
5. If you clicked **<Modify>**, you see the **“Modify Student”** screen. Make the desired changes and click the **<Submit>** button. The program displays a confirmation message in the status bar (on the bottom of the screen) when the student profile has been modified in the database.
6. Student modifications are not saved locally: the Student package must be redownloaded.
7. Students may be reassigned to a different teacher by finding the new teacher in the list and selecting it for that student. New teachers can only be added through the Class Roster File.

Uploading Test Results

When a student takes a test, his/her test score is stored on your local server. In order to generate reports, you will want to transfer test results for all students to the NWEA server.

1. On the left side of the window, mouse-over click the **Tests>>** menu, then click the **“Upload Tests Results”** submenu item.
2. On the **“Upload Test Results”** screen, you will see your agency, such as your school district. To upload test results for your school:
 - a. Click the **<Find Agency>** button to display a screen where you view the agency hierarchy.
 - b. To view the agencies under an agency, click the plus symbol to the left of the agency.
 - c. Highlight the desired school name.
 - d. Click the **<Submit>** button. That agency is displayed on the **“Upload Test Results”** screen.
3. Once your school is displayed on the **“Upload Test Results”** screen, click the **Next>>** button.
4. When you see the **Upload Test Results Confirmation** screen, click the **<Start Upload>** button to proceed with the uploading of the test results for that agency. If you decide you don't want to upload, just click another menu item. As it uploads the test results, the program shows a progress bar in the Upload Results message box.
5. When the **Upload Results** message box displays a message stating that the upload of test results is complete, click the **<OK>** button.

After the test results are successfully uploaded, the program deletes the test results from the local server in order to free up space.