

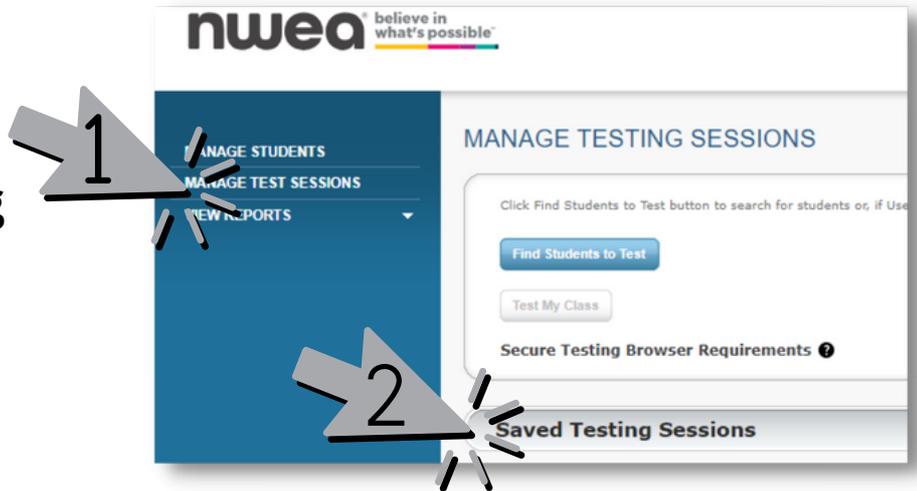
# NWEA Testing Setup and Troubleshooting

## Opening Your Testing Session

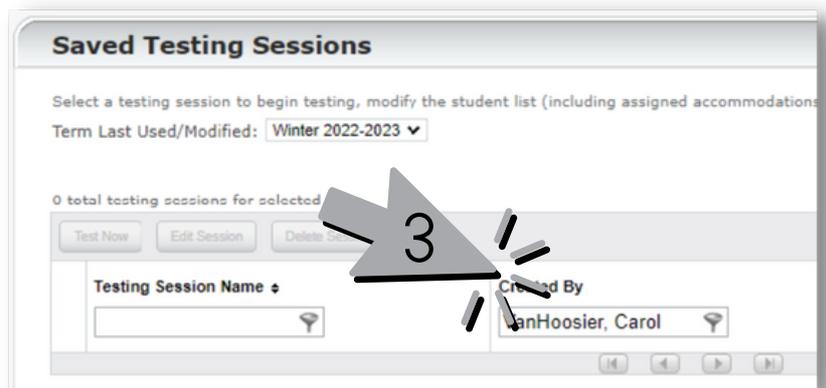
Login to the NWEA site (teach.mapnwea.org) or click the link on the Teacher Dashboard. If you are having trouble logging in, contact your administrator.

**1** Click "Manage Test Sessions".

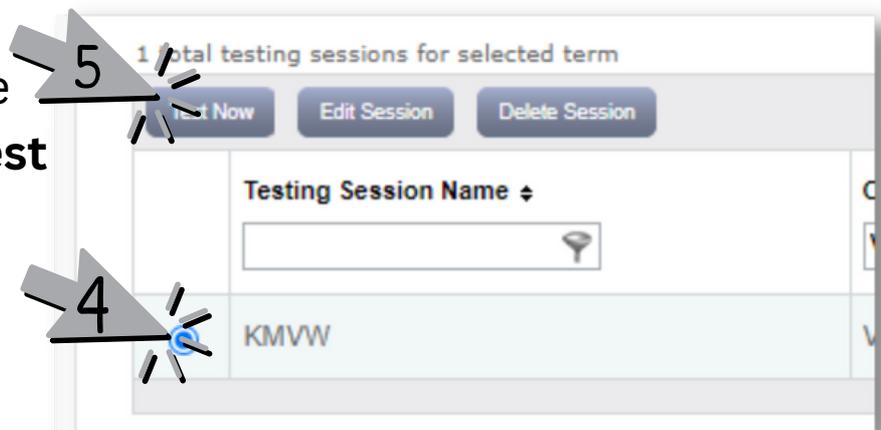
**2** Click "Saved Testing Sessions".



**3** Remove your name in the "Created By" box and begin typing the name of your media specialist. (The person who created your session.)



**4** Click the dot next to the session you'd like to start. Click the "Test Now" button.



### \*Common Test Setup Problem

***It won't let me click the "Test Now" button (it's greyed out).***

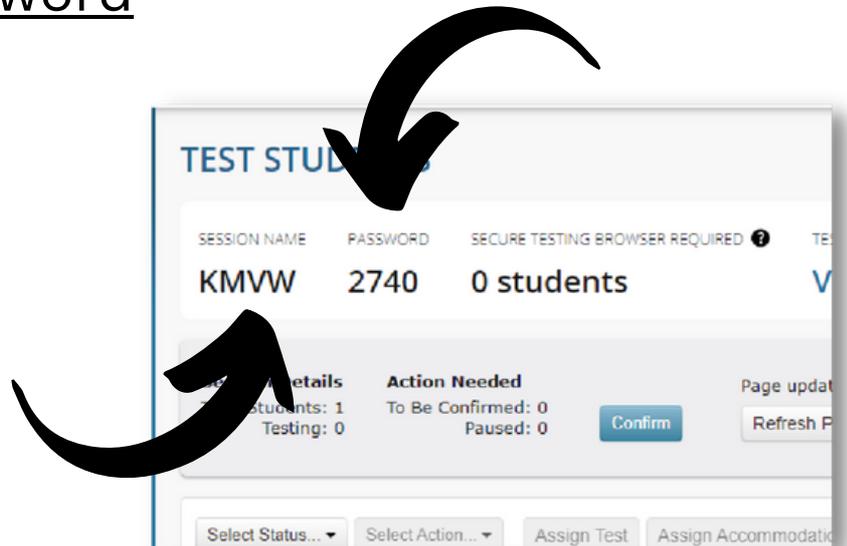
You already have a test started. Click the "Return to Testing" button in the upper right corner. (See "Testing Setup Troubleshooting, Problem #1" on another page.)

# Student Sign In

## Teacher Actions: Getting Ready for Your Students

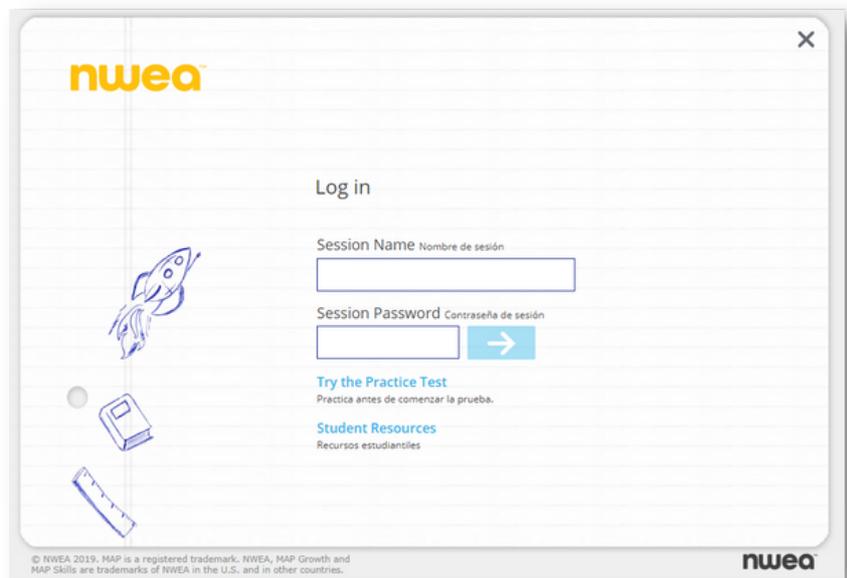
### Session Name and Password

Locate your **Session Name** and **Password** on your proctor screen. Students will type these in when you begin their login process.



### Show Student Login Screen (Optional)

For younger students, it might be helpful to open a new tab and display the "**NWEA Student Login Page**" (found on the teacher dashboard) on your projector screen. This will show students exactly what their device is showing. You can also type in all of the areas as well to demonstrate for your students. You can have both the student login screen and your Proctor Screen open on your computer at the same time.

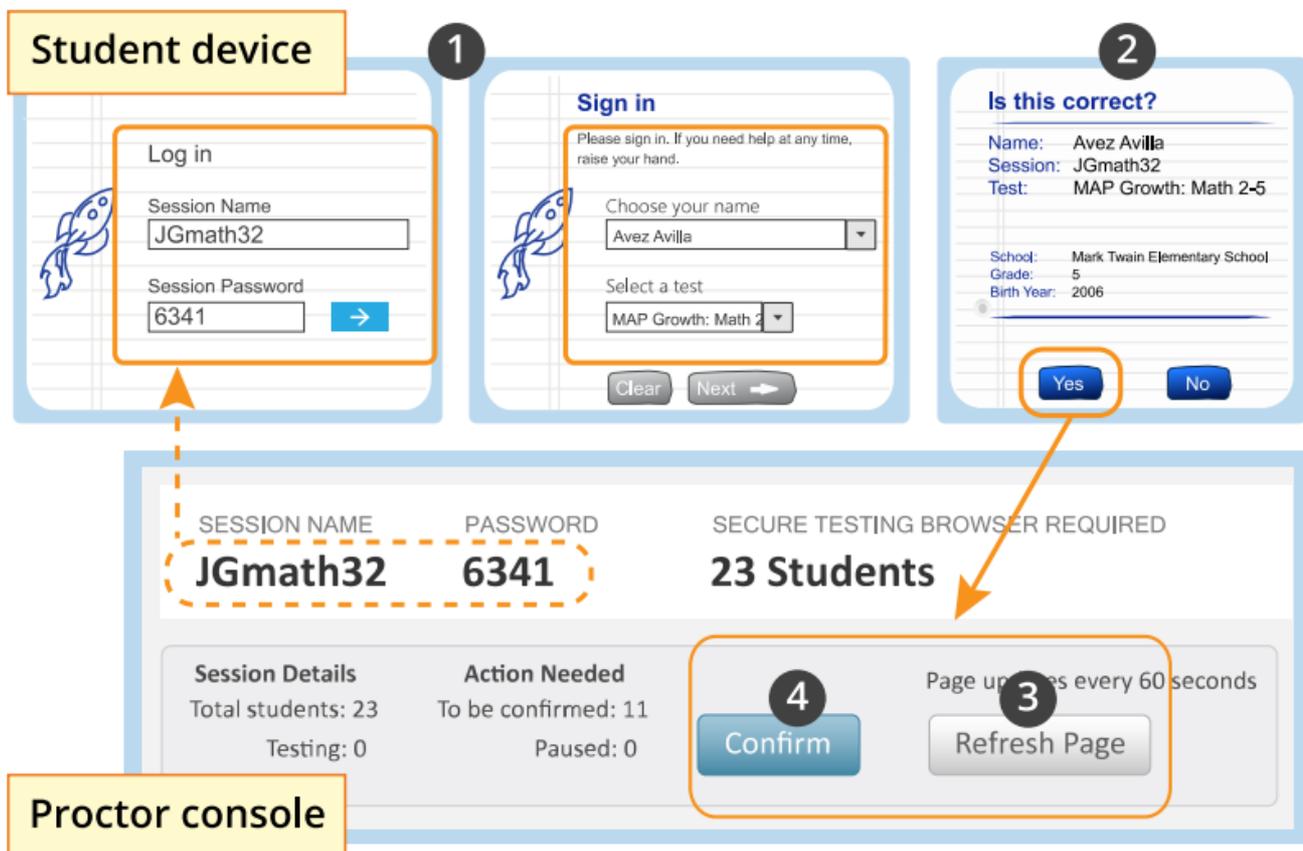


# Student Sign In

## Teacher & Student Actions

### Getting Students Logged In

1. Have students **open the NWEA app** and type in the **Session Name and Password**. They will tap the "**blue arrow**" and select their name from the "**choose your name**" menu. Tap "**next**".
2. Once they have confirmed that it is their correct name and test, they will tap "**Yes**".
3. On Teacher Computer: Click the "**Refresh Page**" button. The status of many students will change to "Awaiting Confirmation".
4. Click the "**Confirm**" button.
5. Students: Tap "Start Test".
6. Teacher: **repeat steps 3 and 4** for any students that are still getting logged in until all students say "Testing".



# Testing Setup Troubleshooting

## Problem #1:

*It won't let me click the "Test Now" button (it's greyed out).*

**Fix:** You already have a test started. Click the "Return to Testing" button in the upper right corner. (see image on the next page)

The screenshot shows the 'MANAGE TESTING SESSIONS' interface. At the top, there are instructions: 'Click Find Students to Test button to search for students to test. Click Test My Class button to select class.' Below this are two buttons: 'Find Students to Test' (blue) and 'Test My Class' (greyed out). A 'Secure Testing Browser Requirements' link is also present. On the right, a box displays 'Testing Session Name: KMWV' and a message: 'This session is active and students may already be testing.' Below this message is a 'Return to Testing' button. A mouse cursor points to this button, with a callout bubble saying: 'You're already in a testing session! Click "Return to Testing".' Below the main interface is a 'Saved Testing Sessions' section with a 'Hide' dropdown. It contains instructions: 'Select a testing session to begin testing, modify the student list (including assigned accommodations or tests), or to delete the session.' and 'Term Last Used/Modified: Winter 2022-2023'. It shows '1 total testing sessions for selected term' with buttons for 'Test Now', 'Edit Session', and 'Delete Session'. A table lists the session details:

Testing Session Name	Created By	In Use By	Used/Modified On
KMWV	VanHoosier, Carol	VanHoosier, Carol	Jan 10 2023

At the bottom left, a stick figure character with a question mark and exclamation mark above its head has a callout bubble that says: 'It won't let me click the "Test Now" button.'

# Testing Setup Troubleshooting

## Problem #2:

*The student's name isn't in the list on the student's device.*

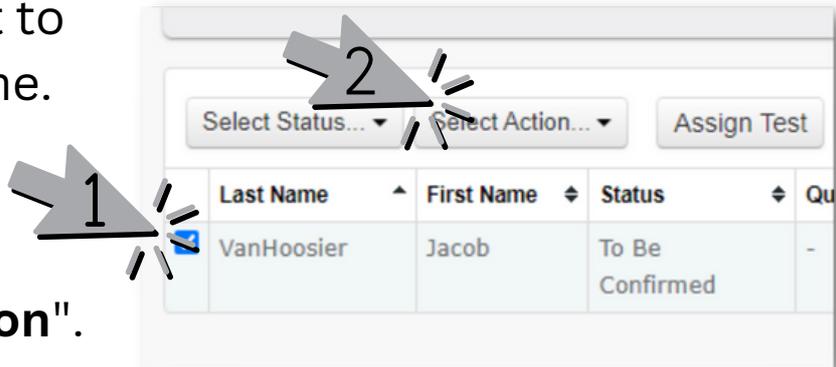
**Fix:** You need to "do not confirm" on the teacher's computer and refresh the student device. (detailed steps below)

The student's name isn't in the list on the student's device.



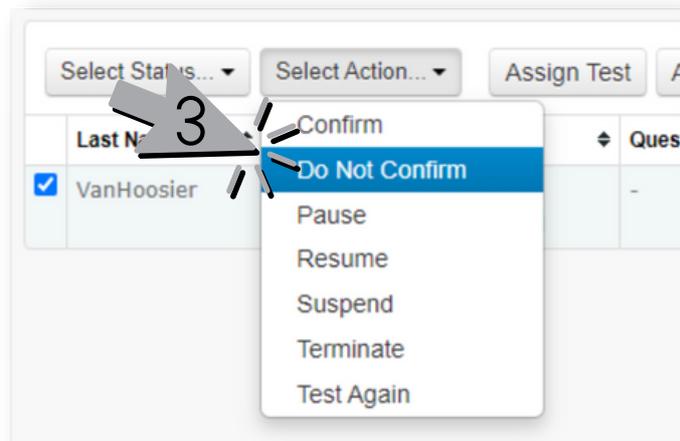
## On the Teacher's computer:

- 1 Click the box next to the student's name.



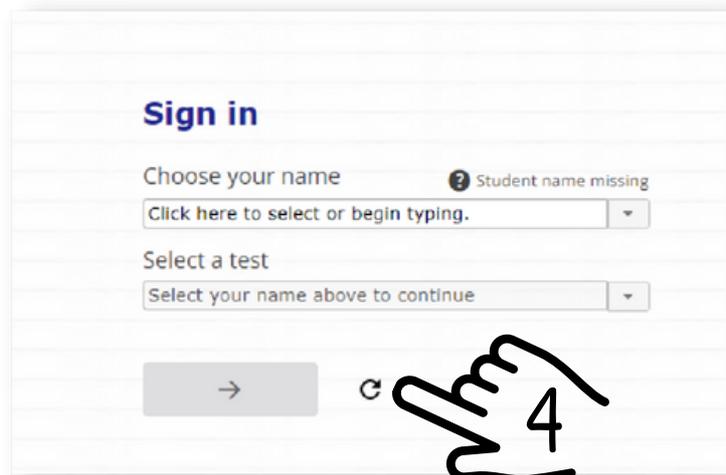
- 2 Click "Select Action".

- 3 Choose "Do Not Confirm" in the dropdown menu.



## On the student's device:

- 4 Tap the "refresh" button (aka "circle arrow") on the student's device. The student's name should now appear in the list.



# Testing Setup Troubleshooting

## Problem #3:

*The student's device is acting strange. It keeps kicking them out of the session or freezing.*

**Fix:** Turn on Cross-Website Tracking in the NWEA settings of the iPad.

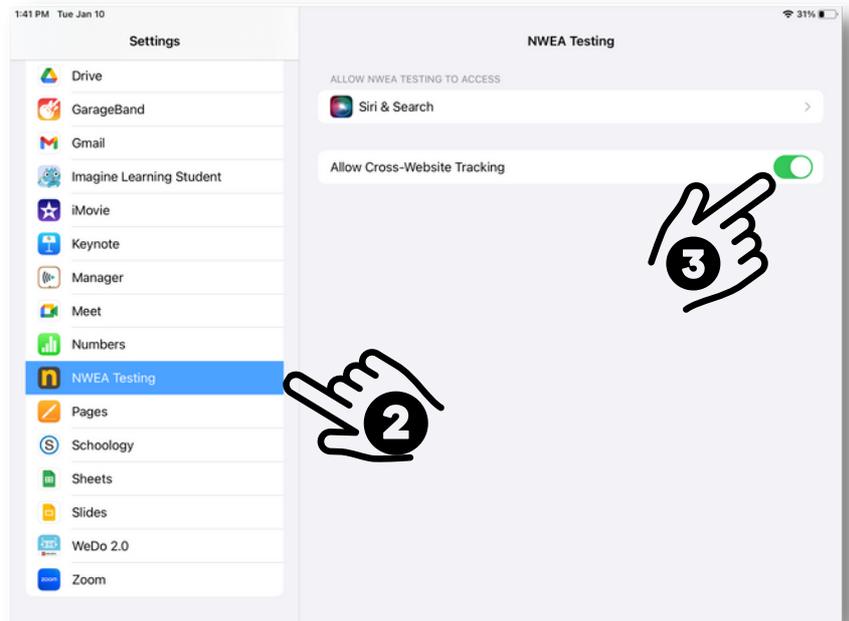
On the student's iPad:

- 1 Open the **Settings** app on the student's iPad.

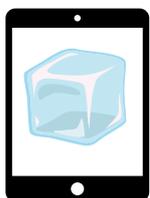


- 2 Scroll down and tap "**NWEA**" from the menu on the left.

- 3 Be sure that "**Allow Cross-Website Tracking**" is toggled ON (it should be green).



If "Allow Cross-Website Tracking" isn't an option, open the NWEA app, then come back to the settings screen and it should appear.

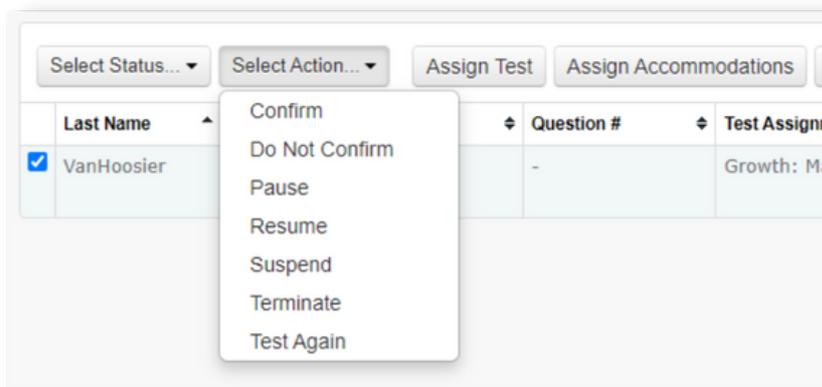


Is your student's **iPad frozen** and you can't get it to restart? Press and hold both the "Home" button and the "Power" button firmly until the iPad turns off. (Yes, your fingers may hurt!)



# Pause, Suspend, Do Not Confirm, or Terminate

Action	Duration	Follow-up Action	What to Expect
Pause	Up to 20 minutes	Resume	-Student must resume from the same device -Test will continue with the next question -After about 20 minutes, the test becomes suspended
Suspend	Up to 28 days	Test Again (same day and session)  -or-  Resume Test prompt (another day)	Test will continue with the next question  Continue testing with either the saved testing session or a newly created testing session, whichever is more convenient  14 days is the recommended limit, because too many days of instruction between testing could influence the score
Terminate	Permanant	Test Again (after re-assigning test)	Caution: System discards any answers given for the terminated test; use only if the wrong test was assigned.
Do Not Confirm	N/A	Refresh Student Screen	If a student's name is not showing up in the list on their device.  After performing this action, refresh needs to be pressed on the student device.



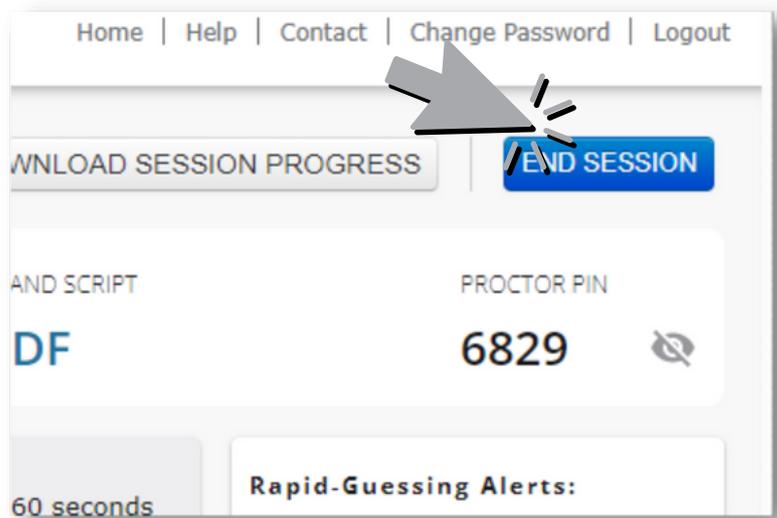
**Note on Accommodations:** If you notice that a student needs an accommodation, but it was not assigned, you can assign accommodations while testing.

1. Click the box next to the student's name.
2. Click the "**Assign Accommodations**" button.
3. Select the appropriate, approved accommodations.
4. Click "**Assign**".

# End of Testing

## To end for all students:

1. On the proctor screen, click the "**End Session**" button. If students are still testing, a prompt shows that those tests will become suspended. Click "**Yes**" to continue.
2. At the next prompt, click "**Save and Exit**".



## End of Testing Troubleshooting

*Q: Oops! I forgot to press the "End Session" button! Now what?!*

**A:** No worries! All sessions end automatically overnight. All progress will be saved as if you had pressed the "End Session" button.

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*Q: What if a student finished their test very quickly and the "click detector" didn't catch them?*

**A:** If you would like the student to try again, click next to their name and click "Test Again" from the "Select Action" menu.



## K-1 Students: "Dog" Screen

Any students taking Growth K-2 Test, will see a "Good job!" screen with a dog picture on it when they are finished. (see image below) **It is best practice to ask your students to raise their hand when they "see the dog"** so that you can be sure that the blue arrow is pressed.

If a student ***didn't*** notify you about "seeing the dog", and closed out of their test before pressing the blue arrow, their status on your proctor screen will not show that the student completed their test.

**Fix:** The "Dog Screen" is actually considered a "question" on the test. So, you'll need to **login to the testing session as the student** (it doesn't need to be on that student's device) and it will take you right to the "dog" screen. **Click the blue arrow** and it will "complete" the test.

