

# Missouri Assessment Program (MAP) SPRING 2009 Online Enrollment

## TO DISTRICT TEST COORDINATORS

November 2009

You will be accessing CTB/McGraw-Hill's suite of online applications known as **Navigator™** to place your order for test materials. The table below lists the content areas and grades included in the Spring 2009 MAP.

Content Area	Grades Tested
Communication Arts	3-8
Mathematics	3-8
Science	5 and 8

In addition, you will also use **Navigator™** to order Large Print and Braille edition test books.

In order to use the Enrollment application, you will need to have access to a Web browser: Microsoft Internet Explorer 6.0 or greater, Netscape 7.1 or greater, or Safari 1.2. If your browser is not a supported version, the Enrollment system will direct you to a location where you can get a free updated browser. Please contact your local technology administrator if you need assistance in accessing the browser upgrades.

The username and password for access to the website are provided on the enclosed page titled "Accessing Navigator™."

The enrollment window is **December 1 through December 15**. During this two-week window, you have unlimited access to the website to complete or modify your enrollment numbers. After December 15, however, the website will be closed, and access will be denied.

The **price per student/per content area** for the Spring 2009 MAP is \$1.80 for the following content: Communication Arts Grades 3 and 7, Mathematics Grades 4 and 8, and Science Grades 5 and 8.

Communication Arts Grades 4, 5, 6, and 8 and Mathematics Grades 3, 5, 6, and 7 will be provided to districts at no cost. Please see the table below.

Grade Level	Mathematics	Communication Arts	Science	Total for Grade
3	No cost	\$1.80	No test at this level	\$1.80
4	\$1.80	No cost to district	No test at this level	\$1.80
5	No cost to district	No cost to district	\$1.80	\$1.80
6	No cost to district	No cost to district	No test at this level	No cost to district
7	No cost to district	\$1.80	No test at this level	\$1.80
8	\$1.80	No cost to district	\$1.80	\$3.60

**You will enter the exact number of test books you will need for each grade/content area assessments.**

Estimates have been provided in the row labeled "Estimate" above the input box for each grade. These estimates are the quantities that were ordered in Spring 2008. If there are no estimated numbers, then no information was available. If you want to use these estimates please follow the instructions on page 7 of the "Online Enrollment District User Guide". Please remember that a test book overage of 5% will be added

automatically to every school order to accommodate any increase in enrollments (you will not be charged for the 5% overage). In addition to the school overage, a 5% overage for the district will also be included to accommodate for enrollment changes. If you inflate your enrollments to have extra test books on hand, you will be charged for each test book you order, whether it is returned used or unused. Please be sure to update any district or school address and contact information.

If you need to enter enrollments for a large number of schools, you have the option of uploading an enrollment file. Please see pages 9-11 of the “Online Enrollment District User Guide” for instructions on uploading an enrollment file.

For **Large Print and Braille** edition test books, you will indicate the actual number of students to be tested in each building. Please be sure to order the same quantity of regular edition test books for transcription purposes. There is no extra charge for Large Print and Braille edition test books.

All enrollments must be submitted with a **Purchase Order (PO) number** entered in the PO field. Please enter your PO number for your district in the PO field. If you have more than one PO number, please enter the other PO numbers in the PO field at the school level. **PO’s must also be faxed to 1-888-282-0526.** Please ensure that your **district number** is on the PO. If you submit your online enrollments without a PO number, your order will not be processed. **Because the test books are a custom product and are not reusable, your district will be billed for the quantities specified during the online enrollment process, whether or not the materials are used.** As a reminder, your bill will also include any test books ordered after the receipt of your enrollment order.

**REMINDER: When you complete your enrollment order, please run the “Enrollment Detail” report so that you have a record of what you ordered.**

Only the District Test Coordinator should provide enrollments via the online enrollment process. If you do not know your password, have any questions, or need further assistance with this process, please contact the Missouri Assessment Program Service Line at **1-800-544-9868**.

**NOTE: If you need to add or delete a school, you must contact the Accountability Data and Accreditation Section at DESE at 573-526-4886 for prior authorization. Any edits to district information are for test material shipment purposes only and will not change information in the Core Data Collection System.**

See attached flyer for important dates to remember regarding the Spring 2009 MAP.

Thank you.

***CTB/McGraw-Hill***

Enclosures:    Accessing Navigator™ (green)  
                  Dates to Remember Flyer (pink)  
                  MAP Online Enrollments District User Guide (white)