

Steps for Teachers MAP-A 2020-2021

Step 1: Read and/or Print the Test Administrator Manual! If you wish and feel comfortable using a computer copy, you may highlight important pieces of information.

Step 2: Read and/or Print the Educator Portal Guide! If you wish and feel comfortable using a computer copy, you may highlight important pieces of information.

Step 3: Have your Test Coordinator register you and your students into the DLM system so that you can register on Moodle.

Step 4: Go to DLM and Click on Event Recruitment Survey at the bottom of the page. Complete the survey. Then, you can either go to Training Courses or to DESE's Quick Links page and sign into Moodle. Once linked into your account, you will need to take the required tests for New to MAP-A. You must pass these tests with 80% accuracy! When you have taken all the tests and have passed, you will need to print or email your certificate to your director.

REMEMBER YOUR USERNAME AND PASSWORD!

Step 5: You will now login to Educator Portal where you will need to click on the Security Agreement. Be sure to click on "Yes". You will not be able to create plans in the Instruction and Assessment Planner if you do not read, agree to, and sign the security agreement each year.

Step 6: In Educator Portal, you will select one student at a time and fill out the FIRST CONTACT SURVEY. If a student from last year is assigned to you, you still must review the FIRST CONTACT SURVEY

to be sure nothing has changed. These must be completed for each student that is on your roster. Hit SAVE.

Step 7: You will also need to complete or review the Personal Needs and Preferences and, if needed, Accessibility Features. *Hint: select HUMAN READ ALOUD.

Step 8: Once you have completed the above steps, you will now be able to go to the INSTRUCTION AND ASSESSMENT PLANNER. This is where you are to select the Essential Elements and Linkage Level for instruction and testlet purposes. You will do this twice: fall instructionally embedded window and the spring instructionally embedded window.

Step 9: You should familiarize yourself and your students with DLM testlets. Access practice activities and released testlets by using a demo login and the PRACTICE FIRST option in the Student Portal. Released testlets username and passwords are on the DESE MAP-A website.

Step 10: Once you have completed the steps above, you will begin instruction on Essential Element(s) and then do a check for understanding. When you believe the student is ready, you will administer a testlet through Kite Suite.