

MAP-A Update

Missouri Assessment Program—Alternate

Missouri Department of Elementary and Secondary Education

Volume 8 issue 3, Week beginning September 24, 2018

MAP-A Test Windows 2018-2019	Start Date	End Date
Instructionally Embedded Window	September 19, 2018	February 27, 2019
ITI in EP Closed in December	December 19, 2018	January 1, 2019
Spring Assessment Window	March 25, 2019	May 17, 2019

Broken Links: If you find a broken link on a MAP-A page, please email assessment@dese.mo.gov or me.

Bookmark these Important Links: [DESE MAP-A webpage](#); [DLM Missouri page](#); [Best Practices Timeline](#); [Eligibility Criteria](#) (scroll down to Eligibility tab).

Instructionally Embedded Window Is Open: Before creating an Instructional Plan (to choose the Essential Elements), Test Administrators (teachers) must complete the following steps...

- Complete the Required Test Administrator Training with a passing score (80%)
- Sign the Security Agreement
- DTC will need to roster your students for English/language arts, math and science
- Complete and submit the First Contact Survey for each of your students
- Edit and submit the Personal Needs and Preferences Profile for each of your students

Instructional Tools Interface: Use the [Test Administration Manual](#) (p. 65). Or, follow this step-by-step guidance...Print the Blueprint for each grade and subject that is taught. Highlight the Essential Elements that will be taught this year. [Logon to Educator Portal](#); click on Manage Tests; select Instructional Tools; make sure the district and school are listed correctly and click Search; choose which student by clicking the circle at the beginning of the student's row; click Next; click in the drop-down box that says "Select Essential Element."

Note: to choose the writing EEs, choose Emergent or Conventional and the system chooses the writing EEs automatically.

Teacher Videos to Learn How to Get Started: <https://dynamiclearningmaps.org/erp/videos>.

Timeline: Read the DLM [Best Practices Timeline](#) to see what to do, when to do it and what manuals are needed.

DTC Corner

District Staff Videos to Learn How to Get Started: <https://dynamiclearningmaps.org/district-staff-training-resources-im>

Cleanup User List: Shortcut... Log on to [Educator Portal](#). Click on Settings, choose Users, click Search, and select View Users. To modify or deactivate a user, click the box in front of the user, then use the blue edit tools at the bottom. To add a user, select Add User. The directions to Create a User File to add multiple users is in the [Data Manual](#), beginning on page 27.

Enroll Students Shortcut: Log on to [Educator Portal](#). Click on Settings, choose Students, choose Find Student, type in MOSIS number, click Search, update the Student Record and click Save. The directions to create an enrollment file to upload multiple students is in the [Data Manual](#), beginning on page 58.

Roster Students Shortcut: [Logon EP](#). Click on Settings, choose Rosters, choose Create Roster and complete the drop down boxes that have the RED STAR. **Do NOT select the Course box!! (leave the default setting)** Click Search. It is suggested that the Roster be named with the teacher name, building level and subject (example: SmithElemELA). It is recommended that students be rostered for all available subjects: ELA, math and science. The directions to roster multiple students at once is in the [Data Manual](#), beginning on page 106.

Caryn Giarratano, Ph.D. | Assistant Director Assessment | Office of College and Career Readiness
Missouri Department of Elementary and Secondary Education | 573-751-6731 | caryn.giarratano@dese.mo.gov