

# **User's Guide**

**for**

# **Measured Progress ProFile™**

**Customized for 2015 MAP-A**

School Year 2014-2015

## Measured Progress ProFile™ Introduction

Measured Progress ProFile™ is a web-based computer program that allows teachers to record MAP-A data and print MAP-A Assessment materials. ProFile™ is provided free by Measured Progress to school districts. ProFile™ is password protected and secure.

The ProFile™ Manual is easy to use. It instructs educators on how to register in ProFile™, and then guides them through the system step by step. Educators enter student information in ProFile™ and record data for their students during the two MAP-A collection windows. At the end of the collection periods, the educator prints the MAP-A forms and inserts the forms in the bar-coded, student-specific binder provided by Assessment Resource Center in December of each school year. ProFile™ is a recording and printing tool only and does not submit MAP-A data.

ProFile™ guides users toward Alternate Performance Indicators (APIs) lists, collection period date ranges, and auto-fills generic data (such as student name, grade, assessment year, and content area) across forms, thus reducing the potential for errors or incomplete information. ProFile™ reminds users to check for errors and provides MAP-A information relevant only to the student's grade level as entered. ProFile™ is updated annually to include the most recent information.

Educators using ProFile™ may access MAP-A student information from any computer with internet access. ProFile™ allows easy access to required MAP-A documentation and secure electronic storage of in-progress and completed student records.

Districts must use ProFile™ for MAP-A administration.

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## Getting Started

### Sign In

After entering the Measured Progress ProFile™ website, the first screen that you will see is the log in page.

measured progress | PROFILE™ MAP-A Assessment

Go to Registration Page | I Forgot My Password

Sign in to Measured Progress ProFile™  
MAP-A Assessment

Email address:

Password:

**Important Message:**

Only new users will need to register for the 2014-2015 school year.  
[Click here](#) to go to the Registration Page.  
 Measured Progress ProFile™ closes on March 14, 2015.

[Sign In](#)

[MAP-A 2015 Web Manual \(PDF\)](#)

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If you already have an account from previous MAP-A assessments you may enter your existing email address and password to sign into your account.

A password retrieval feature is available if you cannot remember your sign in password for your account. To have your password sent to you:

- From the Sign In screen, click the “I Forgot My Password” link
- Enter your email address that you use for signing into your account and click the **Send My Password** button
- The current password will be sent to your email address

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## Registration for a New Account

New users must first register and create an account before being able to use the Measured Progress ProFile™ website. Click the **Go to Registration Page** button on the sign in screen to begin the registration process. Enter the required information and click the **Submit Registration** button.

### Email address

Your email address will act as your username for signing into the Measured Progress ProFile™ website. You must select a unique email address that has not already been used in the Measured Progress ProFile™ website. You can check to see if a certain email address already exists by clicking the **Am I Already Registered** button in the navigation bar. A new screen will open that will allow you to search the website to see if it is an active email address. If your email address is already in the website but you cannot remember the password, return to the sign in page and use the "I Forgot My Password" feature to retrieve the password for your account.

### Password

The password must be at least eight (8) characters in length. It is case sensitive. There are no other requirements for the password.

The screenshot shows the registration page for Measured Progress ProFile™ MAP-A Assessment. At the top, there is a navigation bar with the Measured Progress logo, the text "PROFILE™", and "MAP-A Assessment". Below the navigation bar, there are two links: "Go to Sign In Page" and "Am I Already Registered". The main content area is a light green box titled "Registration for Measured Progress ProFile™ MAP-A Datafolio". It contains four input fields: "Email address:", "Re-enter Email address:", "Password:", and "Re-enter Password:". Below the password fields, there is a note: "Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length." At the bottom of the registration box is a blue button labeled "Submit Registration".

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## Assessment Year

After signing in, you will be prompted to select an assessment year. If you select the 2012-2013 or 2013-2014 year, you will be able to view any data that you entered in those previous years. Please note, this information is only available if you are signed in with the same email used from previous assessment periods. The information is presented in a “view only” format and you will not be able to change or update any of the text or data.

To begin building a student list for the current assessment year, select 2014-2015 year and click the **Continue** button to go the My Account page.



The screenshot shows the top navigation bar with the Measured Progress logo on the left, 'PROFILE™' in the center, and 'SIGN OUT | MY ACCOUNT' on the right. Below the navigation bar is a dark orange header with 'MAP-A Assessment' in white text. The main content area is white and contains the following text and options:

**Select Assessment Year:**

- 2012-2013 (View Only)
- 2013-2014 (View Only)
- 2014-2015 (Editable)

Below the radio buttons is a blue 'Continue' button.

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## My Account Page

The My Account page will display after selecting the 2014-2015 assessment year. You can also access the page by clicking the My Account link found at the top of the page throughout the site.



The My Account page consists of three sections:

Any information entered under the general header of *My Account* will automatically populate onto any form that requires it.

**My Account:**

---

Account Email: sample@sample.com

Teacher's Name:

Teacher's Position:

District:

Attends School:

School Address (City/State):

The *Restore students accidentally deleted* section allows you to reinstate a student that had previously been deleted. To restore a student click [Un-delete](#) in the row of the student you want to return to your active student list.

**Restore students accidentally deleted:**

---

Student Name	Grade	When Deleted	Un-delete Student
Sample Student	05	8/1/2012 3:27:28 PM	<a href="#">Un-delete</a>

The *Change My Password* feature will allow you to update to a new password. You will be required to enter your current password for verification. The new password must consist of a minimum of 8 characters. Click **Change Password** to confirm the change and begin using the new password or click **Cancel** to continue using your current password.

**Change My Password:**

---

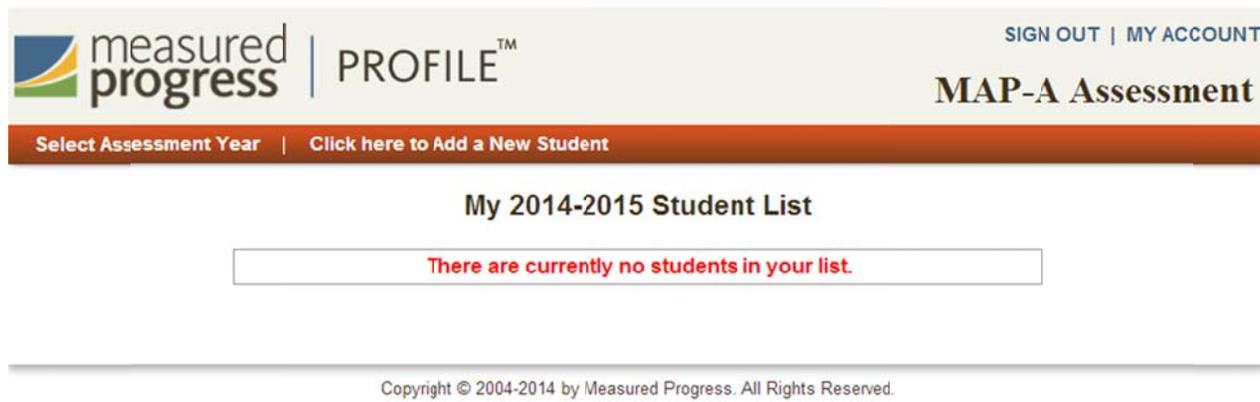
Current Password:

New Password:

Confirm New Password:

## Student List Page

The student list page for the new user without any students is shown below:



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SIGN OUT | MY ACCOUNT

MAP-A Assessment

Select Assessment Year | Click here to Add a New Student

My 2014-2015 Student List

There are currently no students in your list.

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Click the **Click here to Add a New Student** button located on the orange bar to add a student to your list. For each student in your list, you will have two options:

### Delete the Student

The [Delete](#) link will remove the student after you have confirmed the delete on a popup dialog box.

### Go to the Portfolio

The [Click Here](#) hyperlink in the Go to Portfolio column will direct you to a page on which you can enter the student's name, grade, district, and school (see page 10, Student Information Page.) You may not access other pages in the portfolio until you have at least entered a grade for the student. Once a grade has been selected and saved, it becomes locked in and you will be unable to change it for that student.



measured progress | PROFILE™

SIGN OUT | MY ACCOUNT

MAP-A Assessment

Select Assessment Year | Click here to Add a New Student

My 2014-2015 Student List

Delete Student	Student Name	Grade	Go to Portfolio
<a href="#">Delete</a>	New Student	NA	<a href="#">Click Here</a>

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## **Other Features of the Student List Page**

### **Sign Out Button**

Whenever you are finished using the website, you should always click on the **SIGN OUT** button found at the top, right hand side of the page to end your session.

### **Select Assessment Year Button**

Clicking the **Select Assessment Year** button will allow you to choose to view data entered from a previous assessment period (if available.)

## Student Information Page

Initially, the API list at the bottom of the page will be blank. As you select Strands and APIs from the Table of Contents, this list will automatically populate with the APIs you have chosen. If you need to delete or change an API that you have selected, you may do so from this page only (*see page 13 – How to Delete APIs*).

If you completed the information on the My Account page, the fields for District and School will have already been filled in. After entering the appropriate information for the student, click the **Save This Page** button to save the information. To proceed to the Table of Contents, click the button labeled **Table of Contents**.



**PROFILE™**

[SIGN OUT](#) | [MY ACCOUNT](#)

**MAP-A Assessment**

[Save This Page](#) | [My Student List](#) | [Table of Contents](#)

### Student Information Page

Student Name:

Grade:  **Note: The grade cannot be changed after leaving this page.**

District:

School:

**Delete APIs accidentally selected below**

**Warning:**  
 Deleting an API will also result in the deletion of all data associated with the API, including dates, accuracy scores, independence scores, on the Entry/Data Summary Sheet and all data on the Student Work Records.

Science Strand - API:

Science Strand - API:

Science Strand - API:

Science Strand - API:

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## Table of Contents Checklist

The Table of Contents Checklist page is the main point of navigation for each student record. From this page, you will be able to select the strands that are required for the grade level that you have chosen for the student.



[SIGN OUT](#) | [MY ACCOUNT](#)  
**MAP-A Assessment**

[My Student List](#) | 
 [Student Page](#) | 
 [Printer Friendly Page](#)

Note: To change or delete APIs, click on the [Student Page](#) link and scroll down.

### Table of Contents Checklist

## Elementary

Student: Sample Student	School Year: 2014-2015	Grade: 05
-------------------------	------------------------	-----------

(Organize MAP-A in the following manner)

[Science Strand 5: Processes and Interactions of the Earth's Systems \(ES\)](#)

- Entry/Data Summary Sheet [View APIs](#)
- Collection Period 1 Student Work Record
- Collection Period 2 Student Work Record

[Science Strand 7: Scientific Inquiry \(IN\) or Science Strand 8: Impacts of Science, Technology, and Human Activity \(ST\)](#)

- Entry/Data Summary Sheet [View APIs](#)
- Collection Period 1 Student Work Record
- Collection Period 2 Student Work Record

[Science Strand 6: Composition and Structure of the Universe and the Motion of the Objects within it \(UN\)](#)

- Entry/Data Summary Sheet [View APIs](#)
- Collection Period 1 Student Work Record
- Collection Period 2 Student Work Record

[Science Strand 3: Characteristics and Interactions of Living Organisms \(LO\) or Science Strand 4: Changes in Ecosystems and Interactions of Organisms with Their Environments \(EC\)](#)

- Entry/Data Summary Sheet [View APIs](#)
- Collection Period 1 Student Work Record
- Collection Period 2 Student Work Record

MAP-A Web ProFile 2014-2015
Page: 1

## My Student List Button

To return to the Student List page, click on this button.

## Student Page Button

The Student Information Page is for entering/editing the student's name, grade, district, or school. This page will also allow you to delete APIs that you have already selected.

### ***How to Delete APIs:***

- Scroll to the bottom of the page and choose the API that you wish to delete.
- Next, click the **Delete API** button to the right of the API.
- You will be asked to confirm that you want to delete the API. Click **OK** to delete or click **Cancel** to exit and keep the selection.
- Return to the Table of Contents page. You will now be allowed to choose another API after clicking on the Strand of the API you previously deleted.



**PROFILE™**

[SIGN OUT](#) | [MY ACCOUNT](#)

**MAP-A Assessment**

[Save This Page](#) | [My Student List](#) | [Table of Contents](#)

### Student Information Page

Student Name:

Grade:

District:

School:

**Delete APIs accidentally selected below**

Warning:

Deleting an API will also result in the deletion of all data associated with the API, including dates, accuracy scores, independence scores, on the Entry/Data Summary Sheet and all data on the Student Work Records.

Science Strand - API: <b>ES5.1</b>	<a href="#">Delete API</a>
Science Strand - API:	
Science Strand - API:	
Science Strand - API:	

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### Print This Form

This button opens a new window that is a printer friendly web page with the Measured Progress ProFile™ header, footer, and buttons stripped away.

(Technical Note: If you are using a browser that has “tabs” enabled, the printer friendly form may open on a separate tab. When you are finished printing, you can click on the “X” button on the tab to close it.)

### Hyperlinks

Clicking on a hyperlink will take you to another page (e.g., the Validation Form).

### View API Link

Clicking the View API link located below each strand will open a new browser window that will display the available APIs for that strand. This page is for reference only and you will not be allowed to directly select an API from the list.

### Checkboxes

The checkboxes that are on this page automatically check when the appropriate form is started. You cannot manually check these checkboxes.

## API Selection

After selecting a strand from the Table of Contents menu you will be asked to choose an API for that strand. The procedure to select an API is as follows:

### Step 1 - Select the **Big Idea**



[SIGN OUT](#) | [MY ACCOUNT](#)  
**MAP-A Assessment**

[Student List](#) | [Table of Contents](#)

**Science Strand 5: Processes and Interactions of the Earth's Systems (ES) - Grade 5**

Select a **Big Idea** from the list below:

1. The Earth's systems (geosphere, atmosphere, and hydrosphere) have both common components and unique structures.

 2. Earth's systems (geosphere, atmosphere, and hydrosphere) interact with one another as they undergo change by common processes.
   
 3. Human activity is dependent upon and affects the Earth's resources and systems.
   

Select a **Concept** from the list below:

Select an **API** from the list below:

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### Step 2 - Select a **Concept**



[SIGN OUT](#) | [MY ACCOUNT](#)  
**MAP-A Assessment**

[Student List](#) | [Table of Contents](#)

**Science Strand 5: Processes and Interactions of the Earth's Systems (ES) - Grade 5**

Select a **Big Idea** from the list below:

 1. The Earth's systems (geosphere, atmosphere, and hydrosphere) have both common components and unique structures.
   
 2. Earth's systems (geosphere, atmosphere, and hydrosphere) interact with one another as they undergo change by common processes.
   
 3. Human activity is dependent upon and affects the Earth's resources and systems.
   

Select a **Concept** from the list below:

A. Earth's crust is composed of various materials, including soil, minerals, and rocks with characteristic properties.

 B. The hydrosphere is composed of water (a material with unique properties) and other minerals.
   
 C. The atmosphere (air) is composed of a mixture of gases, including water vapor, and minute particles.
   

Select an **API** from the list below:

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**Step 3a** - Choose an **API stem** (if available)[SIGN OUT](#) | [MY ACCOUNT](#)**MAP-A Assessment**[Student List](#) | [Table of Contents](#)**Science Strand 5: Processes and Interactions  
of the Earth's Systems (ES) - Grade 5**Select a **Big Idea** from the list below:

- 1. The Earth's systems (geosphere, atmosphere, and hydrosphere) have both common components and unique structures.
- 2. Earth's systems (geosphere, atmosphere, and hydrosphere) interact with one another as they undergo change by common processes.
- 3. Human activity is dependent upon and affects the Earth's resources and systems.

Select a **Concept** from the list below:

- A. Earth's crust is composed of various materials, including soil, minerals, and rocks with characteristic properties.
- B. The hydrosphere is composed of water (a material with unique properties) and other minerals.
- C. The atmosphere (air) is composed of a mixture of gases, including water vapor, and minute particles.

Select an **API** from the list below:

- ES1.1** - Explore one or more physical properties of soil (e.g., odor, color, and/or appearance).
- ES1.2** - Explore one or more soil components (e.g., plant roots, leaves, grass, worms, and/or rocks).
- ES1.4** - Explore one or more physical properties of rocks (e.g., size, shape, and/or color).

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## Entry/Data Summary Sheet

Shown below is a sample data summary sheet for Science:

measured progress   PROFILE™		SIGN OUT   MY ACCOUNT							
MAP-A Assessment									
My Student List   Table of Contents   Print ALL Forms   Print THIS Form   Save This Page									
Entry/Data Summary Sheet		Work Record (Period 1)	Work Record (Period 2)						
<b>Entry/Data Summary Sheet Science</b>									
Student Name: Sample Student		Grade: 05							
Strand: (ES)	Big Idea: The Earth's systems (geosphere, atmosphere, and hydrosphere) have both common components and unique structures.		Concept: Earth's crust is composed of various materials, including soil, minerals, and rocks with characteristic properties.						
API: ES.1.1 Explore one or more physical properties of soil (e.g., odor, color, and/or appearance).									
	<b>Collection Period 1 January 5 - January 30</b>		<b>Collection Period 2 February 2 - March 6</b>						
	Dates below do not need to be in chronological order.			Dates below do not need to be in chronological order.					
Date	Select ▼	Select ▼	Select ▼	Select ▼	Select ▼	Select ▼			
Data Type	Student Work Record	Data Point	Data Point	Student Work Record	Data Point	Data Point			
Accuracy %	0 ▼	0 ▼	0 ▼	0 ▼	0 ▼	0 ▼			
Independence %	0 ▼	0 ▼	0 ▼	0 ▼	0 ▼	0 ▼			
Average % for Collection Period	Accuracy:			Accuracy:					
	Independence:			Independence:					
<b>Notes:</b> Collection Period Averages will only display when 3 dates have been selected for the period. Total Averages will only display when 6 dates have been selected. To update the averages, click on the <b>Save This Page</b> button.						<table border="1"> <tr> <td>API Entry Average</td> </tr> <tr> <td>Level of Accuracy</td> </tr> <tr> <td>Level of Independence</td> </tr> </table>	API Entry Average	Level of Accuracy	Level of Independence
API Entry Average									
Level of Accuracy									
Level of Independence									
MAP-A Web ProFile 2014-2015						Page: <input type="text"/>			

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### Navigation

The Entry/Data Summary Sheet and Work Records for Collection Period 1 & 2 forms can be accessed by clicking the appropriate tab that is displayed just above the navigation buttons.

Entry/Data Summary Sheet	Work Record (Period 1)	Work Record (Period 2)
--------------------------	------------------------	------------------------

→ Navigate to Other Pages by clicking on a Tab

## Date Selection

For each collection period there are columns for one student work record and two data points. Click the drop-down menu titled "Select" in the Date row of the work record or data point you wish to work with. You will only be allowed to select dates that are within the collection period.

Within the date drop-down box there is now a selection for "No Data." The No Data option allows you to denote the unavailability of data due to a medical condition or other absence.

**IMPORTANT NOTE:** If you choose No Data within any collection period the accuracy and independence averages will **not** be calculated for that collection period (as well as the overall API Entry averages). Also note that the first column in the collection period is reserved for the Student Work Record. The date, accuracy, and independence selected for this column is what is transferred to the Student Work Record for the collection period.

Collection Period 1 January 5 - January 30			
Dates below do not need to be in chronological order.			
<b>Date</b>	Select	Select	Select
<b>Data Type</b>	Student Work Record	Select	Data Point
<b>Accuracy %</b>	0		0
<b>Independence %</b>	0		0
<b>Average % for Collection Period</b>			

Select  
 No Data  
 1/5/2015  
 1/6/2015  
 1/7/2015  
 1/8/2015  
 1/9/2015  
 1/12/2015  
 1/13/2015  
 1/14/2015

## Student List Button

To return to the Student List page, click on this button.

## Table of Contents Button

To return to the Table of Contents Checklist page, click on this button.

## Save This Page Button

**The work that you do on a page is NOT automatically saved.** Every few minutes while working on the page it is a good practice to click on the Save Page button. Saving the page will also update the value of any calculations that are being averaged on the page.

## Printing

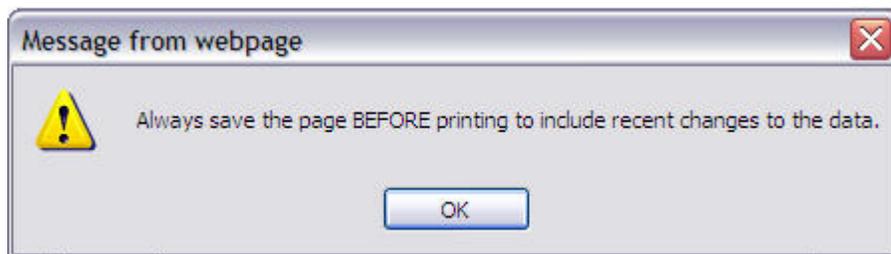
There are two print functions available: **Print ALL Forms** and **Print THIS Form**.

**Print ALL Forms** is located within the main navigation menu and will print all forms for strand you are currently working on. This includes the Data Summary Sheet, API Duplication Justification Form (if available), and Work Records for Collection Period 1 & 2. **Note:** Some browser/printer combinations do not recognize the page breaks built into the web page to put each form on its own separate page.

**Print THIS Form** will only print the form that is currently being displayed on the screen.

**Note:** If there are identical dates within Collection Period 1 or 2 you will be unable to print the Data Summary Sheet. You will receive an error message prompting you to correct the error.

Before the printer friendly page is displayed, you will be asked to confirm that you have first saved the content of the page you are attempting to print. If you saved your work prior to clicking the Print This Page button, click the **OK** to proceed to the printable form. If you have not yet saved the information, close the warning to return to the main site and save your work to ensure that you are printing the most current version of the data you have entered to this point.



## Work Record Forms

The Student Work Record Forms can be accessed by clicking the Work Record (Period 1) or Work Record (Period 2) tabs located directly below the orange navigation bar. A sample of a Work Record (Period 1) form is shown below:

		SIGN OUT   MY ACCOUNT
MAP-A Assessment		
<a href="#">My Student List</a>   <a href="#">Table of Contents</a>   <a href="#">Print ALL Forms</a>   <a href="#">Print THIS Form</a>   <a href="#">Save This Page</a>		
<span style="border: 1px solid gray; padding: 2px;">Entry/Data Summary Sheet</span>   <span style="border: 1px solid gray; padding: 2px; background-color: #e67e22; color: white;">Work Record (Period 1)</span>   <span style="border: 1px solid gray; padding: 2px;">Work Record (Period 2)</span>		
<h3>Student Work Record</h3> <h4>Science</h4> <hr/> <p>Attach student work sample if appropriate</p>		
<b>Student Name:</b> Sample Student		<b>Grade:</b> 05
<b>Strand:</b> (ES)	<b>Big Idea:</b> The Earth's systems (geosphere, atmosphere, and hydrosphere) have both common components and unique structures.	<b>Concept:</b> Earth's crust is composed of various materials, including soil, minerals, and rocks with characteristic properties.
<b>API:</b> ES1.1 Explore one or more physical properties of soil (e.g., odor, color, and/or appearance).		
<b>Task/Activity:</b> (Write a brief description of the task/activity, its connection to the API, and how it demonstrates application.)		
<div style="border: 1px solid gray; padding: 5px;"> <div style="float: right; border: 1px solid gray; padding: 2px;">ABC ✓</div> </div>		
2500 characters left		
<b>Evaluation of Student's Performance:</b>		
Describe and evaluate the student's actual accuracy performance. Describe how the percentages were determined for <b>Level of Accuracy</b> .	Describe and evaluate the student's actual independence performance. Describe how the percentages were determined for <b>Level of Independence</b> .	
<div style="border: 1px solid gray; padding: 5px;"> <div style="float: right; border: 1px solid gray; padding: 2px;">ABC ✓</div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <div style="float: right; border: 1px solid gray; padding: 2px;">ABC ✓</div> </div>	
2500 characters left	2500 characters left	
<b>Level of Accuracy</b> 0%	<b>Level of Independence</b> 0%	
MAP-A Web ProFile 2014-2015		
		Page: <input style="width: 50px;" type="text"/>

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Character counting is available for any text box that might require a lengthy description. As you type, the red message located directly below the text box will inform you of the number of remaining characters (including spaces) that you may use. Once the counter reaches zero you will no longer be able to add any text to the box without first deleting information that you have already entered.

<p><b>Task/Activity:</b> (Write a brief description of the task/activity, its connection to the API, and how it demonstrates application.)</p> <p>This is a sample task/activity to show the character counting.</p> <p>2438 characters left</p> <p></p>
<p><b>Evaluation of Student's Performance:</b></p>

## Troubleshooting

### Printing Pages in Landscape

- 1) Do not click directly on the "Printer" button on your browser.
- 2) Instead, click on the "Print Preview" button. Then click on the Page Setup button and select "Landscape". Finally, click on the "Print" button.

### Information on page is old information or from another student

The default setup for some older and/or browsers computers is to access internet pages as quickly as possible. To do this, if the browser determines that the page being accessed (e.g., Data Summary Sheet) is **not** a new page, it will **not** download current information from the web server, but instead displays information previously accessed and stored on the local computer.

To change this setting on a PC using Internet Explorer, do the following:

- 1) Click on the "Tools", then "Internet Options" in your browser.
- 2) On the dialog window that pops up, click on the "Settings" button inside the "Temporary Internet Files" box.
- 3) On the next dialog window that pops up, check the "Every visit to the page" option for the "Check for newer versions of stored pages" question.

On a Mac using Safari, click on the Safari menu then select "Empty Cache".

## **Support**

Support is provided to teachers involved in MAP-A, who are using Measured Progress ProFile™. Normal office hours are 8:30 am to 5:00 pm Eastern Time, Monday through Friday.

### **Toll free telephone numbers:**

1-866-834-8880 (Technical Product Support)

This type of support is available to teachers using the Measured Progress ProFile™ website and is limited to technical questions about using the website.

### **Email:**

[ProFile@MeasuredProgress.org](mailto:ProFile@MeasuredProgress.org)

When requesting support, please have the following information ready:

- 1) Your name, school, and state.
- 2) Your computer platform (Windows or Macintosh)
- 3) What do you want to do that you cannot do?