

# Measures of Academic Progress (MAP) Using the Test Administration Application (TAA)

Some important things to know before you begin:

- You must have a User ID and Password from NWEA to access downloads and information via the Test Administration Application (TAA).
- TAA can only be accessed using Microsoft Internet Explorer 5.01 or higher on Windows-based computers.

## Starting TAA

Follow the steps below to start TAA.

1. Use Microsoft Internet Explorer to access TAA at: <https://map.nwea.org/taa.hta>.
2. The TAA login screen displays. Enter your User ID and Password and click the **Submit** button.
3. A number of menu options are listed on the left side of the window. The options listed vary depending on the permissions granted to the User ID you used to log in to the web site. At a minimum, the menu options **Add New Student**, **View/Modify Student Profile**, and **Upload Test Results** are available.

## Adding a New Student

When a student is not already in the MAP or Network Test Environment (NTE) database, you can add a profile for that student to both the database on the local server and the database on the NWEA server at the same time. This feature is most often used when a new student enrolls after the Class Roster File (CRF) has been prepared and uploaded to NWEA.

1. On the left side of the window, select the **Add New Student** menu option from the **Students** menu.
2. The **Add Student Confirmation** window displays. To avoid a duplicate entry of the student, click the **Locate Student** button. Enter search criteria to locate the student and click the **Submit** button.
3. The **Locate Student Search Results** window displays. If no results are found, continue with the instructions below.
4. On the left side of the window, select the **Add New Student** menu option from the **Students** menu.
5. The **Add Student Confirmation** window displays. Click the **Add New Student** button.
6. The **Add New Student** window displays. Fill in the blanks to specify the student's name, ID, and birth date. Make selections to associate the student with a school, grade, gender, ethnic group, and the current term. Fill in the blanks to specify the beginning date for instruction and total number of instructional days at that school for the current year.

7. Associate the new student with a teacher from the list. This will allow his or her test results to be available on teacher and class reports.
8. Click the **Submit** button.
9. On the **Add Student to NTE** page, click the **Save Student** button to add the student to your local database as well as the NWEA database.
10. After the program adds the student's profile data to the database, a blank **Add New Student** window displays so you can add another student.
11. To avoid a duplicate entry of the student, select the **Locate Student** menu option from the **Students** menu and enter search criteria to locate the student and click the **Submit** button. Continue with steps 3 through 9 above.

## Moving a Student

If a student has changed schools within your district, you may move them through TAA.

As a MAP Coordinator or district level Proctor:

1. Log into TAA using the MAP Coordinator or district level User ID and Password.
2. Click **Locate Student** from the **Students** menu.
3. Enter search criteria to locate the student and click the **Submit** button. If one or more students are found who match the criteria entered, a list of matching students will be displayed.
4. If the student to be moved is listed, select the new school from the drop down menu.
5. Under the **Action** column, click **move** on the row for the correct student to relocate the student to the preferred school.
6. When the transfer of students is processed, the student data will be automatically saved to the local NTE as long as TAA can locate that NTE.
7. If TAA cannot find the NTE for the selected school, it will prompt you for the location of that school's NTE. And, if you choose not to add the student to the NTE, student information will need to be downloaded into that school's NTE before they test the student.
8. The **Move Student Confirmation** window is displayed and shows the location of the NTE to which the student was added. To move another student, click the **Back to Locate Student** button and repeat steps 3 through 6 above.

As a School Administrator or school level Proctor:

1. Log into TAA using a School Admin or school level Proctor user ID and password for the receiving school.
2. Click **Locate Student** from the **Students** menu.
3. Enter search criteria to locate the student and click the **Submit** button. If one or more students are found who match the criteria entered, a list of matching students will be displayed.
4. If the student to be moved is listed, select the receiving school (only your school will be listed for

selection).

5. Under the **Action** column, click **move** on the row for the correct student to relocate the student to your school.
6. When the transfer of students is processed, the student data will be automatically saved to the local NTE as long as TAA can locate that NTE and you are not currently testing that student.
7. If TAA cannot find the NTE for the selected school, it will prompt you for the location of that school's NTE. And, if you choose not to add the student to the NTE, student information will need to be downloaded before you test.
8. The **Move Student Confirmation** window is displayed and shows the location of the NTE to which the student was added. To move another student, click the **Back to Locate Student** button and repeat steps 3 through 6 above.

## Modifying a Student's Profile

If information about a student changes, you can modify it through TAA.

1. On the left side of the window, select the **View/Modify Student Profile** menu option from the **Students** menu.
2. The **Find Student** window displays. Enter search criteria to help locate the student in the database and click the **Submit** button.
3. You can sort the names that display by either **Name** or **Student ID**. Click the **Next Page** link, if necessary, to view the names of all students on the list.
4. On the row with the desired student's name, click either the **Modify** button (to change the student's profile) or the **View** button (to view the student's profile).
5. If you click the **Modify** button, the **Modify Student** window displays. Make the desired changes and click the **Submit** button. The program displays a confirmation message in the status bar at the bottom of the window when the student profile is updated in the NWEA database.
6. You may reassign a student to a different teacher by finding the new teacher in the list and selecting it for that student.
7. Because student modifications are not saved locally, you must re-download the student package.

## Uploading Test Results

When a student takes a test, his or her test score is stored in your NTE database. In order to generate reports, you must upload the test results for all students to the NWEA server. All TestTaker sessions must be exited or stopped to perform the upload. We recommend uploading results at least once each day you test. This will keep the upload file size smaller and allow teachers to access reports quickly.

1. On the left side of the window, select the **Upload Test Results** menu option from the **Tests** menu.
2. The **Upload Test Results** window displays. It shows your agency (your school or district). To upload test results for your school:

- Click the **Find Agency** button to display a screen where you can view the agency hierarchy.
  - To view the agencies under an agency, click the plus symbol to the left of the agency.
  - Highlight the desired school name.
  - Click the **Submit** button. That agency is displayed in the **Upload Test Results** window.
3. Once your school appears in the **Upload Test Results** window, click the **Next** button.
  4. When you see the **Upload Test Results** confirmation window, click the **Start Upload** button to proceed with uploading test results for that agency. As it uploads the test results, the program shows a progress bar in the **Upload Results** dialog box. If you decide you don't want to upload test results, just click another menu item.
  5. When the **Upload Results** dialog box displays a message that the upload is complete, click the **OK** button.

## Creating Proctor Logins

Proctor logins may be created by MAP Coordinators or School Administrators to allow access to TestTaker and TAA functions.

1. Log into TAA using the MAP Coordinator, district level, or School Admin level User ID and Password.
2. On the left side of the window, select **Add New Employee** from the **Employees** menu.
3. On the **Add New Employee** screen, fill in the blanks to specify the employee's name and ID. Select **Proctor** from the drop down menu for **Position**. Associate the employee to a school using the **Find Agency** button for both **Works At Agency** and **Security Level**.
4. Highlight the necessary permissions in the **Available Permissions** window and use the > button to move the selected permissions to the **Assigned Permissions** window. Below is a list of typical permissions assigned to a school level Proctor:

View NWEA Agency  
Add New Student  
Modify Student Profile  
View Student Profile  
View Quick Reports  
Upload Test Results

Download Test Packages  
Download Students  
Proctor Tests  
Download NWEA Agency Data  
Locate Student

5. Once all data have been entered, click the **Submit** button.

\*Note: Agency data will need to be downloaded before using the new Proctor login to access TestTaker.

## Creating School Administrator Level Logins

School Administrator (School Admin) level logins may be created by the MAP Coordinator to allow access to teacher logins and reports, school level reports, and to administer proctor logins for a specific school. Follow the steps listed under Creating Proctor Logins (above) to create a School Admin login, assigning **School Administrator** as the **Position** type in Step 3. Below is a list of typical permissions assigned to a School Administrator level login:

View NWEA Agency  
Assign Tests to NWEA Agency  
Add New Employee  
Modify Employee Security  
View Employee Security  
Delete Test Packages  
Delete Students  
Delete NWEA Agency Data  
Add New Student

Modify Student Profile  
View Student Profile  
View Quick Reports  
Upload Test Results  
Download Test Packages  
Download Students  
Proctor Tests  
Download NWEA Agency Data  
Locate Student